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125	Subdivision of Stenographer-Typist,typist,& clerical registers to conform to classification.	10-18-24
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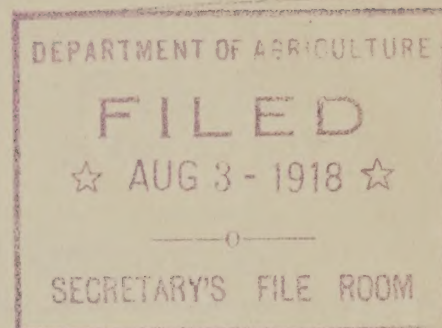
P

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 30, 1918.

CIRCULAR NO. 1.

Reinstatement of Employees
on Military Leave.



Your attention is directed to Executive Order dated
July 18, 1918, as follows:

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought.

Secretary's File Room
(Signed)

Assistant to the Secretary.

A handwritten signature in dark ink, appearing to read "O. H. Ames", written over the typed name "Assistant to the Secretary."

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 10, 1918.

CIRCULAR NO. 1.

Reimbursement of Expenses
on Military Service.

This circular is directed to Executive Order 14176.

July 10, 1918, as follows:

1. Persons leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who have been formerly discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is made.

Reinstated to the position.

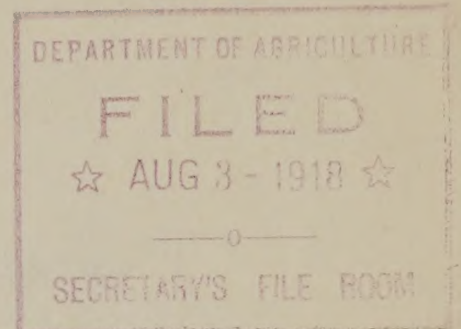
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

A

July 29, 1918.

Circular No. 1.

~~MEMORANDUM FOR CHIEFS OF BUREAUS.~~



Your attention is directed to Executive Order dated

July 18, 1918, as follows:

A person leaving the classified civil service to engage in the military or naval service of the Government during the present war with Germany and who has been honorably discharged may be reinstated in the civil service at any time within five years after his discharge, provided that at the time of reinstatement he has the required fitness to perform the duties of the position to which reinstatement is sought.

A handwritten signature in dark ink, appearing to read "J. H. K. Harris".

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 23, 1918.

Enclosure No. 1

MEMORANDUM FOR THE SECRETARY

Your attention is directed to herewith the report of

July 18, 1918, as follows:

A person having no classified civil service
to engage in the military or naval service of the
Government during the present war with Germany and
who has been previously classified as a restricted
in the civil service at any time within the years
after the discharge, provided that at the time of the
discharge he has the requisite fitness to perform
the duties of the position to which reclassification is
sought.

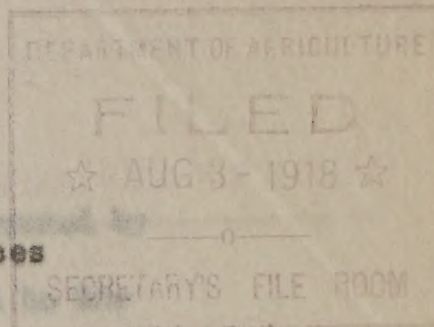
Respectfully,
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

P

July 30, 1918.

To Bureaus, Divisions, Independent Offices
and Boards.



Hereafter information of a general nature not covered by the Secretary's numbered memoranda will be communicated to the various branches of the Department in the form of numbered circulars of this office.

Your attention is called to Circular No. 1 issued today. ^{Secretary's File Room}
(Signed)

C. H. Barnes
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 21, 1918.

MEMORANDUM FOR

Further information of a general nature not covered by
the Secretary's memoranda will be transmitted to the
various bureaus of the Department in the form of memoranda
out of this office.

Your attention is called to Circular No. 1 issued today.

Very truly yours,

W. H. Henshaw

Assistant to the Secretary.

Circulars

OFFICIAL DOCUMENTS TO
THE SECRETARY OF STATE

WASHINGTON D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy



DEPARTMENT OF STATE
WASHINGTON

July 30, 1918.

CIRCULAR NO. 2.

Subject Matter and File Number
of Correspondence.

July 22, 1918

FILED

☆ AUG 3 - 1918 ☆

SECRETARY'S FILE ROOM

The Honorable

Please note below the substance of a letter dated July 22
from the State Department in regard to the difficulty of locating
correspondence due to failure to indicate subject matter and State
Department file number.

Will you please issue necessary instructions so that the
correspondence referred to in letters from the other
wishes of the State Department may be complied with by the officials
Executive Departments and the independent governmental
of this Department in the preparation of correspondence?
establishments at Washington, due to the failure of those

Some difficulty is experienced by the Record Office
of the Department of State in promptly locating corres-
pondence referred to in letters from the other Executive
Departments and the independent governmental establish-
ments at Washington, due to the failure of those depart-
ments and offices to mention in their letters the sub-
ject matters to which they relate, and the omission from
the letters of a reference to the Department of State's
file number. Since doubtless similar difficulty is
experienced by other Departments and offices with re-
spect to correspondence from the Department of State,
I am issuing an Order directing the clerks of this De-
partment in preparing correspondence addressed to other
Executive Departments and independent establishments to
see to it that such communications in addition to contain-
ing adequate subject matter shall, if in reply to a letter
from another office, bear the file number or other iden-
tifying mark of that office. As it would be very helpful,
and save considerable time and labor to the Record Office
of the Department of State if the same course were followed
by your Department, I beg to inquire whether you would see
any objection to issuing similar directions to the clerks
of your Department with respect to letters replying to
communications from the Department of State.

Secretary's File Room
(Signed)

C. H. Harms
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 30, 1918.

UNRECORDED NO. 2.

Subject: Lathrop and Wife
of Correspondence.

Please note below the substance of a letter dated July 22
from the State Department in regard to the difficulty of locating
correspondence due to failure to indicate subject matter and State
Department file number.

Will you please have necessary instructions as to the
value of the State Department may be supplied with by the officials
of this Department in the preparation of correspondence?

Some difficulty is experienced by the Record Office
of the Department of State in properly locating correspond-
ence referred to in letters from the other Executive
Departments and the Independent Governmental establish-
ments at Washington, due to the failure of these depart-
ments and offices to mention in their letters the subject
and matter to which they relate, and the omission from
the letters of a reference to the Department of State's
file number. Since doubtless similar difficulty is
experienced by other Departments and offices with re-
spect to correspondence from the Department of State,
I am issuing an order directing the chiefs of this De-
partment in preparing correspondence addressed to other
Executive Departments and Independent establishments to
see to it that such communications in addition to contain-
ing adequate subject matter shall, in reply to a letter
from another office, show the file number or other iden-
tifying mark of that office. As it would be very helpful
and save considerable time and labor to the Record Office
of the Department of State if the same course were followed
by your Department, I beg to inquire whether you would see
any objection to issuing similar directions to the chiefs
of your Department with respect to letters received from
communications from the Department of State.

Assistant to the Secretary



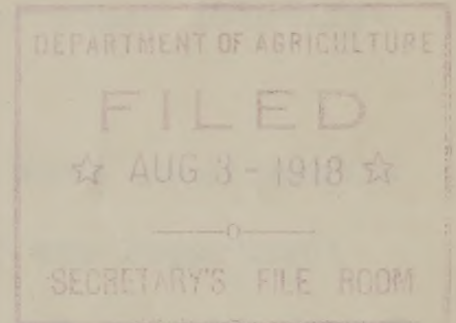
DEPARTMENT OF STATE
WASHINGTON

July 22, 1918.

The Honorable

The Secretary of Agriculture.

Sir:



Some difficulty is experienced by the Record Office of the Department of State in promptly locating correspondence referred to in letters from the other Executive Departments and the independent governmental establishments at Washington, due to the failure of those departments and offices to mention in their letters the subject matters to which they relate, and the omission from the letters of a reference to the Department of State's file number.

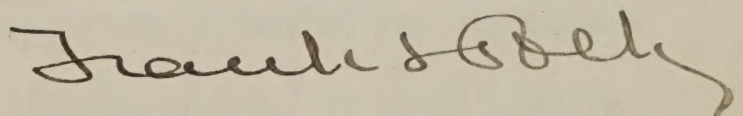
Since doubtless similar difficulty is experienced by other Departments and offices with respect to correspondence from the Department of State, I am issuing an Order directing the clerks of this Department in preparing correspondence addressed to other Executive Departments and independent establishments to see to it that such communications in addition to containing adequate subject

subject matter shall, if in reply to a letter from another office, bear the file number or other identifying mark of that office.

As it would be very helpful, and save considerable time and labor to the Record Office of the Department of State if the same course were followed by your Department, I beg to inquire whether you would see any objection to issuing similar directions to the clerks of your Department with respect to letters replying to communications from the Department of State.

I have the honor to be, Sir,

Your obedient servant,

A handwritten signature in dark ink, appearing to read "Frank S. Bely". The signature is fluid and cursive, with a long horizontal stroke at the end.

Acting Secretary of State.

A, IB, Di SYS.

subject matter shall, it is replied to a letter from
another office, bear the file number on other identity-
ing mark of last office.
As it would be very helpful, and save considerable
time and labor to the Record Office of the Department
of State if the same copies were followed by your Depart-
ment, I beg to inquire whether you would see any objection
to issuing similar directions to the clerks of your De-
partment with respect to letters replying to communica-
tions from the Department of State.
I have the honor to be, Sir,
Your obedient servant,



A. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
P. L. GLADMON

August 9, 1918.

CIRCULAR No. 3.

In considering recommendations regarding the increased compensation authorized by the Legislative, Executive and Judicial Act of July 3, 1918, the fact was brought forcibly to the Secretary's attention that the aggregate number of promotions on lump fund rolls submitted by the various bureaus, offices and divisions of the Department at various intervals during the course of the last fiscal year was very large. It has been impossible, in the circumstances, for the Secretary to get a very clear view of the amounts involved. He requests me to say to you, therefore, that, except in very urgent and special cases, he prefers to consider recommendations for promotions on lump-sum rolls at two periods during the year, namely, on July 1 and January 1. Only in this way is it possible for the Secretary to get a comprehensive view of the situation for the Department as a whole and to take intelligent action. He would like to have you bear this in mind in connection with any future recommendations that you may desire to submit. He has directed that hereafter all recommendations which do not clearly indicate that they are special and urgent be returned to the bureaus for reconsideration.

Very truly yours,

F.R. HARRISON.

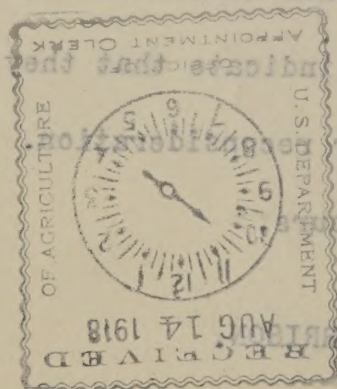
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 9, 1918.

CIRCULAR No. 3.

In considering recommendations regarding the increased compensation authorized by the Legislative, Executive and Judicial Act of July 3, 1918, the fact was brought forcibly to the Secretary's attention that the aggregate number of promotions on jump fund rolls submitted by the various bureaus, offices and divisions of the Department at various intervals during the course of the last fiscal year was very large. It has been impossible, in the circumstances, for the Secretary to get a very clear view of the amounts involved. He requests me to say to you, therefore, that, except in very urgent and special cases, he prefers to consider recommendations for promotions on jump-sum rolls at two periods during the year, namely, on July 1 and January 1. Only in this way is it possible for the Secretary to get a comprehensive view of the situation for the Department as a whole and to take intelligent action. He would like to have you bear this in mind in connection with any future recommendations that you may desire to submit. He has directed that hereafter all recommendations which do not clearly indicate that they are special and urgent be returned to the bureaus for consideration.



Very truly yours,
Assistant to the Secretary.

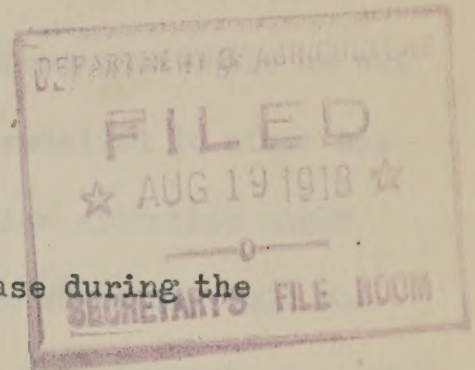
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Wife Copy

McG.

August 12, 1918.

CIRCULAR NO. 4.



Recommendations regarding the \$120 increase during the
fiscal year 1919.

1. On July 19 I sent you a copy of a form to be used in making recommendations regarding the increased compensation authorized by Section 6 of the Legislative, Executive and Judicial Act of July 3, 1918. Some of the recommendations heretofore submitted by the bureaus did not give, under the heading "Promotions Over \$200 during the Fiscal Year", the information desired by the Secretary. He would like to have you set forth under this heading in every case the amount, whether more or less than \$200, and date of each and every promotion which the employee concerned has received during the fiscal year 1917 or the fiscal year 1918.

2. Many of the bureaus have merely answered "Yes" to the question "Did the employee receive the 5 or 10% increase last year?" In cases where the employee has been promoted during the year this may give a misleading impression because, in some instances, the employee merely received the 5 or 10% increase up to the time of his promotion. The same is true of an employee who was appointed during the last fiscal year on a lump fund roll and who was later transferred to the statutory roll.

He did not, of course, receive the increased compensation while he was carried on the lump fund roll but automatically received it after his transfer to the statutory roll. A somewhat similar situation might exist in the case of an employee appointed on the statutory roll who was later transferred to the lump fund roll. In the circumstances, the Secretary requests that it be made clear in each and every case just how long the employee actually received the increase. The information might be given somewhat in this fashion: "Yes, until promotion on _____", or "Yes, after transfer to statutory roll on _____", or "Yes, until transfer to lump fund roll on _____", or "Yes, throughout the fiscal year."

3. The date of birth of the employee must be given in every case, together with a clear and specific statement, under the heading "Reasons", indicating why, in the opinion of the Chief of the Bureau, the employee should receive the \$120 increase. It has been impossible for the Secretary to reach an intelligent decision on the basis of the information submitted in some of the cases.

4. For your information, I may say the Solicitor advises me that the Comptroller holds "that after a certificate authorizing the \$120 additional compensation is made the employee so certified is entitled to the increased compensation upon subsequent promotions, regardless of the amount of increased salary, without any further certificate; and that when the certificate is once given it continues in force and effect until

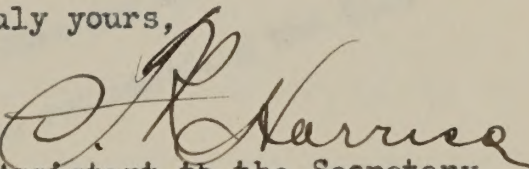
He did not, of course, receive the intended compensation while he was
carried on his back and was not financially rewarded in any way
connected with the statutory roll. A somewhat similar situation might
arise in the case of an employee appointed on the statutory roll who
was later transferred to the lump sum roll. In the circumstances, the
Secretary suggests that it be made clear in each and every case just how
long the employee actually received the lump sum. The information might
be given somewhat in this fashion: "Yes, until provision on _____"
or "Yes, after transfer to statutory roll on _____", or "Yes, until
transfer to lump sum roll on _____", or "Yes, throughout the 194-
cal year."

3. The date of birth of the employee must be given in every case,
together with a clear and specific statement, under the heading "Remarks",
indicating why, in the opinion of the Chief of the Bureau, the employee
should receive the 150 increase. It has been suggested for the Bureau
to reach an independent decision on the basis of the information
submitted in some of the cases.

4. For your information, I may say the Collector advised me that
the Corporation holds "that after a certain number of years the 150 ad-
ditional compensation is made to the employee as certified in articles 22
the increased compensation upon subsequent promotions, reductions or the
amount of increase salary, without any further certification, and that
when the certificate is made given in confidence in force and effect until

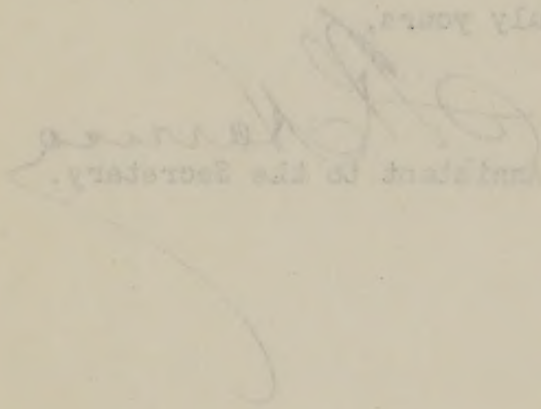
it is revoked for cause. The Comptroller is of the opinion that the 'cause' for which a certificate may be revoked is that the employee so certified has retrograded in efficiency or that the executive officer since the certificate was made is convinced that he made a mistake in issuing such certificate."

Very truly yours,


Assistant to the Secretary.

it is revealed for cause. The Controller is of the opinion that the
'cause' for which a certificate may be revoked is that the employee is
certified has retroacted in efficiency or that the executive officer
since the certificate was made is convinced that he made a mistake in
issuing such certificate."

Very truly yours,


Assistant to the Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

August 9, 1918.

Mr. Harrison:

Do you think it advisable to
amend the form now used by the
bureaus in recommending the \$120
increase?

Attached is a
draft for your
consideration

OK

August 1, 1912

Mr. Harrison:

Do you think it advisable to

amend the form now used by the

bureau in recommending the 1913

forecast?

Attended as

chief for year

Contribution

OK

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

August 9, 1918.

CIRCULAR NO.

RECOMMENDATIONS TO GRANT PROMOTIONS OR THE \$120 INCREASE
DURING THE FISCAL YEAR 1918.

For the Secretary's information in considering recommendations for promotions or to issue the certificate granting the increased compensation as provided by the Legislative, Executive and Judicial Appropriation Act approved July 3, 1918, the following data should be submitted with each recommendation:

- (a) Whether the employee received the 5 or 10 per cent increase authorized by the Agricultural Appropriation Act for 1918 and, if so, the period during the year such increase was received, giving dates.
- (b) Whether the employee is now automatically receiving the \$120 increase authorized by the Legislative, Executive and Judicial Act of July 3, 1918.
- (c) Whether a certificate has been issued or will be recommended presently granting the \$120 increase.
- (d) Date and amount of each promotion received since June 30, 1917.
- (e) Length of service in the Department. If the employee has been separated from the service since June 30, 1917 and subsequently reinstated, such fact should be shown.

The above information should be given in recommendations for original appointments from Civil Service certificates of employees now in the service of the Department.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

August 1, 1918

505

STANDARD NO.

RECOMMENDATIONS TO WHAT EXTENT TO THE FISCAL YEAR 1919

ENDING THE FISCAL YEAR 1919

For the Secretary's information in preparing recommendations

for proposals or to issue the certificate regarding the proposed

provisions as provided by the Legislative, Executive and Judicial Ap-

propriation Act approved July 3, 1918, the following data should be

submitted with each recommendation:

(a) Whether the employee received the 5 or 10 per cent increase authorized by the Agricultural Appropriation Act for 1918 and, if so, the period during the year such increase was received, giving dates.

(b) Whether the employee is an automatically receiving the 5 per cent increase authorized by the Legislative, Executive and Judicial Act of July 3, 1918.

(c) Whether a certificate has been issued or will be issued showing the 5 per cent increase.

(d) Date and amount of each promotion received since June 30, 1917.

(e) Length of service in the Department. If the employee has been promoted from one service since June 30, 1917 and subsequently re-promoted, such fact should be stated.

The above information should be given in recommendations for

original appointments from Civil Service certificates of employees

now in the service of the Department.

The Department is in receipt of informal advice from the Comptroller of the Treasury to the effect that after a certificate authorizing the \$120 additional compensation is made the employee so certified is entitled to the increased compensation upon subsequent promotions, regardless of the amount of increased salary, without any further certificate; and that when the certificate is once given it continues in force and effect until it is revoked for cause. The Comptroller is of opinion that "cause" for which a certificate may be revoked is that the employee so certified has retrograded in efficiency or that the executive officer, since the certificate was made, is convinced that he made a mistake in issuing such certificate. This opinion of the Comptroller should be taken into consideration in recommending promotions. Before promotion recommendations are submitted, the Bureau Chief should consider whether the services of the employee entitle him to receive the promotion plus the \$120 increase.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON.

AUG -6 1918

MR. HARRISON:

I have considered your memorandum of August 1st, with reference to the recommendation for the promotion of Miss Irene L. Brooks from \$900 to \$1,000 per annum. It appears that Miss Brooks entered the service on November 22, 1917, and that the Secretary recently issued a certificate authorizing the payment to her of the increased compensation provided by the Legislative, Executive and Judicial Appropriation Act of July 3, 1918.

The question which you submit to me is whether, if Miss Brooks is promoted as recommended by the Bureau, she will also be entitled to receive the \$120 increase without further certification.

In the same memorandum you request to be advised as to whether in the case of an employee who entered the service since June 30, 1917, and who is promoted by more than \$200 after a certification is made, a new certificate must be issued.

We have just taken up the matter generally with the Comptroller and he lays down a general rule which covers both of the foregoing cases. The Comptroller holds that after a certificate authorizing the \$120 additional compensation is made the employee so certified is entitled to the increased compensation upon subsequent promotions, regardless of the amount of increased salary, without any further certificate; and that when the certificate is once given it continues in force and effect until it is revoked for cause. The Comptroller is

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

1-8-1918

MR. HARRISON:

I have considered your memorandum of August 1st, with reference to the recommendation for the promotion of Miss Irene L. Brooks from \$800 to \$1,000 per annum. It appears that Miss Brooks entered the service on November 22, 1917, and that the Secretary recently issued a certificate authorizing the payment to her of the increased compensation provided by the Legislative, Executive and Judicial Appropriation Act of July 3, 1918.

The question which you submit to me is whether, if Miss Brooks is promoted as recommended by the Bureau, she will also be entitled to receive the \$120 increase without further certification. In the same memorandum you request to be advised as to whether in the case of an employee who entered the service since June 30, 1917, and who is promoted by more than \$200 after a certification is made, a new certificate must be issued.

We have just taken up the matter generally with the Comptroller and he lays down a general rule which covers both of the foregoing cases. The Comptroller holds that after a certificate authorizing the \$120 additional compensation is made the employee so certified is entitled to the increased compensation upon subsequent promotions, regardless of the amount of increased salary, without any further certification; and that when the certificate is once given it continues in force and effect until it is revoked for cause. The Comptroller is

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

-2-

of the opinion that the "cause" for which a certificate may be re-
voked is that the employee so certified has retrograded in efficiency
or that the executive officer since the certificate was made is con-
vinced that he made a mistake in issuing such certificate.

Wm. M. Lorian
Solicitor.

Inclosure.

I am sending you a recommendation regarding the promotion
of Miss [Name] from \$1,000 to \$1,200 per annum. It appears that
Miss [Name] entered the service on November 22, 1917, and that the Sec-
retary recently issued a certificate authorizing the payment to her of
the increased compensation provided by section 5 of the Legislative,
Executive and Judicial Act of July 3, 1918. The question now arises
as to whether, if Miss [Name] is promoted as recommended by the Bureau,
she will also be entitled to receive the \$120 increase without further
certification. Will you not let the Secretary have your opinion in this
matter at your early convenience?

The Secretary also would like to know whether, in the case of an
employee who entered the service since June 30, 1917, and who is promoted
by more than \$200 after a certification is made, a new certificate must
be issued.

Very truly yours,

[Signature]
Assistant to the Secretary.

of the opinion that the "cases" for which a certificate may be re-
voked is that the employee is certified as being engaged in efficiency
or that the executive officer since the certificate was made is con-
vinced that he made a mistake in issuing such certificate.

[Handwritten signature]
Solicitor.

Inclosure.

Ry Messenger

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

August 1, 1918.

MEMORANDUM FOR MR. WILLIAMS.

Dear Mr. Williams:

I am sending you herewith a recommendation regarding the promotion of Miss L. Irene Brookes from \$900 to \$1,000 per annum. It appears that Miss Brookes entered the service on November 22, 1917, and that the Secretary recently issued a certificate authorizing the payment to her of the increased compensation provided by section 6 of the Legislative, Executive and Judicial Act of July 3, 1918. The question now arises as to whether, if Miss Brookes is promoted as recommended by the Bureau, she will also be entitled to receive the \$120 increase without further certification. Will you not let the Secretary have your opinion in this matter at your early convenience?

The Secretary also would like to know whether, in the case of an employee who entered the service since June 30, 1917, and who is promoted by more than \$200 after a certification is made, a new certificate must be issued.

Very truly yours,

Ry
Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

6

August 1, 1918.

MEMORANDUM FOR MR. WILLIAMS.

Dear Mr. Williams:

I am sending you herewith a recommendation regarding the promotion of Miss L. Frank Brooks from \$500 to \$1,000 per annum. It appears that Miss Brooks entered the service on November 22, 1917, and that the Secretary recently issued a certificate authorizing the payment to her of the increased compensation provided by section 6 of the Legislative Executive and Judicial Act of July 2, 1918. The question now arises as to whether, if Miss Brooks is promoted as recommended by the Bureau, she will also be entitled to receive the \$150 increase without further certification. Will you not let the Secretary have your opinion in this matter at your early convenience?

The Secretary also would like to know whether, in the case of an employee who entered the service since June 30, 1917, and who is promoted by more than \$200 after a certification is made, a new certificate must be issued.

Very truly yours,

Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 19, 1918.

MEMORANDUM FOR

Dear

1. Hereafter in recommendations for promotions, either on statutory or lump fund rolls, the Secretary requests that the following information be given:

- (a) Whether the employee received, during the past fiscal year 1918, the 5 or 10 per cent increase authorized by the Agricultural Appropriation Act for 1918.
- (b) Whether the employee has been receiving the \$120 increase authorized by the Legislative, Executive, and Judicial Act of July 3, 1918.
- (c) Whether the employee, if the promotion recommended is made, will continue automatically to receive the \$120 increase. If not, and the Bureau believes that, on account of ability and qualifications personal to the employee, he should continue to receive the \$120 increase, that fact should be stated in the recommendation.
- (d) The date of birth of the employee.

2. Recommendations that employees be granted the \$120 increase, either in connection with another recommendation for promotion or otherwise, should be made on blanks similar to the attached. It is especially important that, in every case, the date of the employee's appointment in the Department, the date of birth, and the date and amount of each promotion since June 30, 1917, be stated. Under "Reasons" there should also be given a clear and specific statement indicating why, in the opinion of the Chief of the Bureau, the employee should receive the increase.

3. In tendering appointments to new employees, only the basic salary, exclusive of the \$120 additional, should be stated. As the law contemplates that the increase shall be given only upon certification that the person possesses the requisite ability and qualifications, the Secretary feels that the additional compensation should be not offered until the employee has demonstrated, by actual service, that the increase is fully merited. He believes, therefore, that new employees should be required to serve a period of not less than one month before any recommendation is made that the \$120 increase be granted. In such cases, the increase, if approved, will take effect at a date, indicated in the recommendation, subsequent to the close of the first month's service.

4. The Secretary directs me to call your attention specifically to the following provision in the Legislative, Executive and Judicial Act of July 3:

"Provided further, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has received an increase in salary or not, SUCH EMPLOYEE SHALL BE GRANTED THE INCREASED COMPENSATION PROVIDED HEREIN ONLY WHEN AND UPON THE CERTIFICATION OF THE PERSON IN THE LEGISLATIVE BRANCH OR THE HEAD OF THE DEPARTMENT OR ESTABLISHMENT EMPLOYING SUCH PERSONS OF THE ABILITY AND QUALIFICATIONS PERSONAL TO SUCH EMPLOYEES AS WOULD JUSTIFY SUCH INCREASED COMPENSATION."

It was clearly not the purpose of Congress to provide that

3. In considering applications for promotion, the basis shall be the merit of the applicant, and not the length of his service. The merit of the applicant shall be given only when the applicant is shown to be a person of exceptional ability and qualifications. The Secretary is to consider the additional compensation should be not offered until the employee has demonstrated, by actual service, that the increase is fully merited. He believes, therefore, that new employees should be required to serve a period of not less than one month before any recommendation is made that the \$1200 increase be granted. In such cases, the increase, if approved, will take effect at a date, indicated in the recommendation, subsequent to the close of the first month's service.

4. The Secretary directs me to call your attention specifically to the following provision in the Legislative, Executive and Judicial Act of July 3:

"Provided further, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee who was previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has received an increase in salary or not, SUCH EMPLOYEE SHALL BE GRANTED THE INCREASED COMPENSATION PROVIDED HEREIN ONLY WHEN AND UPON THE CERTIFICATION OF THE PERSON IN THE LEGISLATIVE BRANCH OR THE HEAD OF THE DEPARTMENT OR ESTABLISHMENT EMPLOYING SUCH EMPLOYEE OF THE QUALITY AND QUALIFICATIONS PERSONNEL TO SUCH EMPLOYEES AS WOULD JUSTIFY SUCH INCREASED COMPENSATION."

It is clearly not the purpose of Congress to provide that

everybody without exception should be given the increase; otherwise these limitations would not have been included. The Secretary looks to the chiefs of bureaus, divisions and offices to exercise discrimination in making recommendations regarding the \$120 increase and to certify to him only those cases where it is clear that the employees, on account of "ability and qualifications personal to them" should be granted the increase. This is particularly true in the cases of those employees who have received promotions aggregating more than \$200 per annum since June 30, 1917. It was undoubtedly the intention of Congress, as indicated by the use of the words "ability and qualifications personal to them", that the additional compensation in such cases, as well as in the cases of employees who have entered the service since June 30, 1917, should be allowed only when the employees have special qualifications for the task upon which they are engaged and have exhibited special ability in the performance of their work. The Secretary feels that it is not in accordance with the spirit of the law for the chiefs of the bureaus, divisions and offices to recommend that the increase be granted to every employee, or to all employees except those whose work is below a fair standard of efficiency, and leave it to the Secretary to determine the cases in which exceptions should be made. Seperate recommendations should be made with reference to each employee and should give sufficient information regarding his ability, qualifications and service to enable the Secretary to consider the cases in-

everybody without exception should be given the increase; otherwise these limitations would not have been included. The Secretary looks to the chiefs of bureaus, divisions and offices to exercise discretion in making recommendations regarding the \$120 increase and to certify to him only those cases where it is clear that the employee, on account of "ability and qualifications personnel to them" should be granted the increase. This is particularly true in the case of those employees who have received promotions aggregating more than \$200 per annum since June 30, 1914. It was undoubtedly the intention of Congress, as indicated by the use of the words "ability and qualifications personnel to them", that the additional compensation in such cases, as well as in the case of employees who have entered the service since June 30, 1914, should be allowed only when the employees have special qualifications for the task upon which they are engaged and have exhibited special ability in the performance of their work. The Secretary feels that it is not in accordance with the spirit of the law for the chiefs of the bureaus, divisions and offices to recommend that the increase be granted to every employee, or to all employees except those whose work is below a fair standard of efficiency, and leave it to the Secretary to determine the cases in which exceptions should be made. Separate recommendations should be made with reference to each employee and should give sufficient information regarding his ability, qualifications and service to enable the Secretary to consider the case in-

telligently and on their merits.

Very truly yours,

Assistant to the Secretary.

Very truly yours,

Respectfully,
The Secretary.

ERMILL
OND

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF
Washington, D. C.

The Secretary of Agriculture.

I request your approval of the following recommendation:

ACTION REQUIRED: Certification that the ability and qualifications of this employee justify the increased compensation as provided by the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1919 (Public 188), approved July 3, 1918.

NAME	:	STATE:
DESIGNATION	:	
SALARY	:	DATE OF BIRTH:
ROLL	:	
DATE APPOINTED	:	
<i>DATE Effective</i>	:	
PROMOTIONS OVER \$200	:	AMOUNT:
SINCE JUNE 30, 1917	:	DATE:
DID EMPLOYEE RECEIVE	:	
5% OR 10% INCREASE	:	
IN 1918?	:	
REASONS	:	

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF
WASHINGTON, D. C.

The Secretary of Agriculture.

I request your approval of the following recommendation:

ACTION REQUIRED: Certification that the ability and qualifications of this employee justify the increased compensation as provided by the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1919 (Public 188), approved July 3, 1918.

NAME	:	STATE:
DESIGNATION	:	
SALARY	:	DATE OF BIRTH:
ROLL	:	
DATE APPOINTED	:	
PROMOTIONS OVER \$200	:	DATE:
SINCE JUNE 30, 1917	:	AMOUNT:
DID EMPLOYEE RECEIVE	:	
5% OR 10% INCREASE	:	
IN 1918?	:	
REASONS	:	

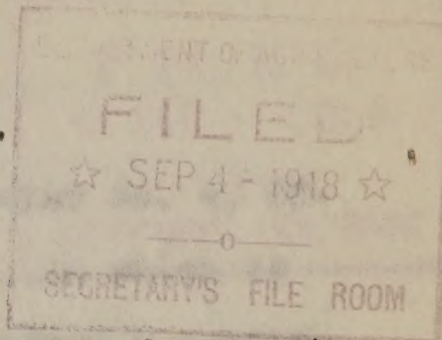
Circulars

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

September 3, 1918.

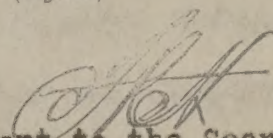
MEMORANDUM FOR PROF. MARVIN.



Dear Prof. Marvin:

I have your memorandum of August 29 in which you raise certain questions regarding the interpretation of the last paragraph of Circular No. 4 of August 12. I have discussed the matter with the Solicitor and he is of the opinion that messengers or apprentices who are receiving the \$120 increase by certification will continue to receive the increase automatically under new appointments as temporary assistant observers provided, of course, their service is continuous.

Very truly yours, *Secretary's File Room*
(Signed)


Assistant to the Secretary.

Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 3, 1918.

MEMORANDUM FOR PROF. MARVIN.

Dear Prof. Marvin:

I have your memorandum of August 29 in which you raise certain questions regarding the interpretation of the last paragraph of Circular No. 4 of August 12. I have discussed the matter with the Solicitor and he is of the opinion that messengers or apprentices who are receiving the \$120 increase by certification will continue to receive the increase automatically under new appointments as temporary assistant observers provided, of course, their service is continuous.

Very truly yours,
(Signed)
Secretary's File Room

Assistant to the Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

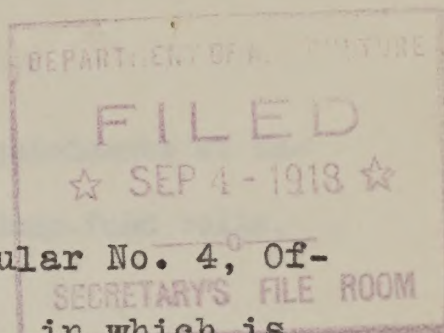
WEATHER BUREAU

Office of the Chief

WASHINGTON

August 29, 1918.

MEMORANDUM FOR MR. HARRISON.



Dear Mr. Harrison:

Referring to the last paragraph of Circular No. 4, Office of the Secretary, dated August 12, 1918, in which is quoted the ruling of the Comptroller, "that after a certificate authorizing the \$120 additional compensation is made the employee so certified is entitled to the increased compensation upon subsequent promotions, regardless of the amount of increased salary, without any further certificate; and that when the certificate is once given it continues in force and effect until it is revoked for cause."

Many cases are constantly occurring where messenger boys or apprentices with a Civil Service status resign and are given new appointments to the position of temporary assistant observer at \$900 per annum, pending certification of eligibles.

As a guide in making recommendations in cases of this sort, I wish to ask if messengers or apprentices who are receiving the \$120 increase by certificate are automatically entitled to the increase under new appointment as temporary assistant observer, without the issuance of another certificate by the Secretary.

Two such cases are herewith for your consideration.

Very respectfully,

W. Marvin

Inclosures.

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

WEATHER BUREAU

August 22, 1918.

Office of the Chief

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Referring to the last paragraph of Circular No. 4, 02-
rice of the Secretary, dated August 13, 1918, in which is
quoted the ruling of the Comptroller, "that after a certifi-
cate authorizing the 100 additional compensation in case
the employee so certified is entitled to the increased com-
pensation upon subsequent promotion, registration of the
amount of increased salary, without any further certificate;
and that when the certificate is once given it continues in
force and effect until it is revoked for cause."

Many cases are constantly occurring where messengers hope
or apprehend with a Civil Service status position and are
given new appointments to the position of temporary assistant
observer at \$900 per annum, pending certification of eligibility.
As a rule in making recommendations in cases of this sort
I wish to ask if messengers or apprentices who are receiving
the 100 increase by certificate are automatically entitled to
the increase under new appointment as temporary assistant ob-
server, without the issuance of another certificate by the
Secretary.

Two such cases are herewith for your consideration.

Very respectfully,

Chief of Bureau.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy

McG.

August 12, 1918.

CIRCULAR NO. 5.

Recommendations for promotions, or for reappointments at increased salaries, either on statutory or lump fund rolls.

1. Hereafter in all recommendations for promotions, either on statutory or lump fund rolls, or for reappointments or reinstatements, either on statutory or lump fund rolls, at increased salaries, the Secretary requests that the following information be given:

a. Whether the employee received, during the past fiscal year, the 5 or 10 per cent increase authorized by the agricultural appropriation act for 1918. This information should be given somewhat in this fashion: "Received 5 per cent increase (or 10 per cent, as the case may be) throughout entire fiscal year," or, "Received 5 per cent increase (or 10 per cent, as the case may be) until promotion on _____", or, "Received 5 per cent increase (or 10 per cent, as the case may be) after transfer to statutory roll on _____", or, "Received 5 per cent increase (or 10 per cent, as the case may be) until transfer to the lump fund roll on _____."

b. Whether the employee is now receiving the \$120 increase authorized by the Legislative, Executive and Judicial Act of July 3, 1918. In every case it should be indicated whether the employee receives the increase automatically or by certification.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 12, 1918

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Circular No. 1

Recommendations for promotion, or for reassignment of the
graded salaries, either on statutory or lump sum basis.

1. Hereafter in all recommendations for promotion, either on
statutory or lump sum basis, or for reassignment of reassignment
either on statutory or lump sum basis, as increased salaries, the

Secretary requests that the following information be given:

a. Whether the employee received, during the past fiscal year,

the 5 or 10 per cent increase authorized by the Agricultural Adjustment

Act for 1918. This information should be given somewhat in this

form: "Received 5 per cent increase (or 10 per cent, as the case

may be) throughout entire fiscal year," or, "Received 5 per cent in-

crease (or 10 per cent, as the case may be) until promotion on _____

or, "Received 5 per cent increase (or 10 per cent, as the case may be)

after transfer to statutory roll on _____," or, "Received 5 per

cent increase (or 10 per cent, as the case may be) until transfer to

the lump sum roll on _____.

b. Whether the employee is now receiving the 5 per cent increase au-

thorized by the Legislative, Executive and Judicial Act of July 2, 1918.

In every case it should be indicated whether the employee receives the

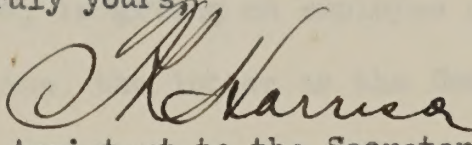
increase automatically or by certification.

c. Whether the employee, if the promotion recommended is made, will continue automatically to receive the \$120 increase. If not, and the bureau believes that, on account of ability and qualifications personal to the employee, he should continue to receive the \$120 increase, that fact should be stated in the recommendation for promotion, and a separate recommendation to cover the \$120 increase should be submitted on the form provided for the purpose.

d. The date of birth of the employee.

All this information should be set forth in one, two, three order, at the end of the recommendation.

Very truly yours,


Assistant to the Secretary.

c. Whether the employee, if the position recommended is made.

will continue automatically to receive the \$100 increase. If not, and

the Bureau believes that, on account of ability and qualifications per-

sonal to the employee, he should continue to receive the \$100 increase.

That fact should be stated in the recommendation for promotion, and a

separate recommendation to move the \$100 increase should be submitted

on the form provided for the purpose.

d. The date of birth of the employee.

All this information should be set forth in one, two, three copies,

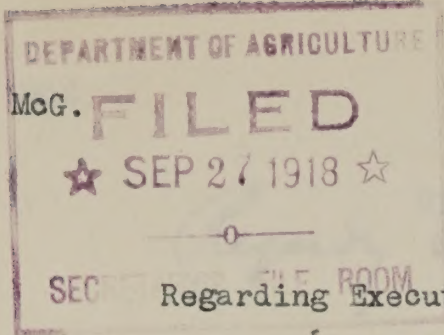
at the end of the recommendation.

Very truly yours,


Assistant to the President.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy



September 23, 1918.

CIRCULAR NO. 6.

SEC. Regarding Executive Orders of April 2 and November 24, 1917.

Some question has arisen as to whether the permission given by a chief of bureau to an employee to take a Civil Service examination in accordance with the Executive Order of April 2, 1917 is a compliance with the Executive Order of November 24 regarding transfers from one department to another. The Solicitor holds that the two orders are separate and distinct and that compliance with the Order of April 2 does not satisfy the requirements of the Order of November 24. He suggests, therefore, that, in giving an employee permission to take a Civil Service examination, the letter to the Commission should be written in the following form:

The Honorable

The President of the United States Civil Service
Commission.

Sir:

Mr., of this Bureau, wishes to take an examination for This Bureau consents for Mr. to enter this examination. It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.

This certificate is given under the Executive Order of April 2, 1917, and has no relation to the Executive Order of November 24, 1917. The certificate under the last mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said Order of November 24.

Respectfully,

Chief.

[Signature]
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

November 22, 1917

NOV 22 1917

★ 31 24 1917

WASHINGTON, D. C.

RE: Regarding Executive Order of April 2 and November 22, 1917.

Some question has arisen as to whether the provisions given by a chief of bureau for an employee to take a Civil Service examination in accordance with the Executive Order of April 2, 1917 is a compliance with the Executive Order of November 22 regarding transfers from one department to another. The Solicitor holds that the two orders are separate and distinct and that compliance with the Order of April 2 does not satisfy the requirements of the Order of November 22. He suggests, therefore, that, in giving an employee permission to take a Civil Service examination, the letter to the Commission should be written in the following form:

The Honorable
The President of the United States Civil Service
Commission.

Sir:

Mr. of this Bureau, wishes to take an examination for This Bureau desires for Mr. to enter this examination. It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held. This matter is given under the Executive Order of April 2, 1917, and has no relation to the Executive Order of November 22, 1917. The certificate under the last mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said Order of November 22. Respectfully,
Secretary.

Chief.

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

23
Sept 14
August 21, 1918.

CIRCULAR NO. 6.

Regarding Executive Orders of April 2 & Nov 24, 1917

Some question has arisen as to whether the permission given by a chief of bureau to an employee to take a Civil Service examination in accordance with the Executive Order of April 2, 1917 is a compliance with the Executive Order of November 24 regarding transfers from one department to another. The Solicitor holds that the two orders are separate and distinct and that compliance with the Order of April 2 does not satisfy the requirements of the Order of November 24. He suggests, therefore, that, in giving an employee permission to take a Civil Service examination, the letter to the Commission should be written in the following form:

The Honorable

The President of the United States Civil Service
Commission.

Sir:

Referring to the Executive Order dated April 2, 1917, directing the Civil Service Commission to refuse examination to, or withhold from certification, any person who is, or has been, in the employ of the Government within three months preceding the date of examination or certification, unless such person submits to the Commission the written assent of the department or office in which such person is or has been employed, I have the honor to inform you that this Bureau consents for Mr., a in this Bureau, to take an examination for It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.

This certificate is given under the Executive Order of April 2, 1917, and has no reference to the Executive Order of November 24, 1917. The certificate under the last mentioned order will be given or withheld according

DEPARTMENT OF AGRICULTURE

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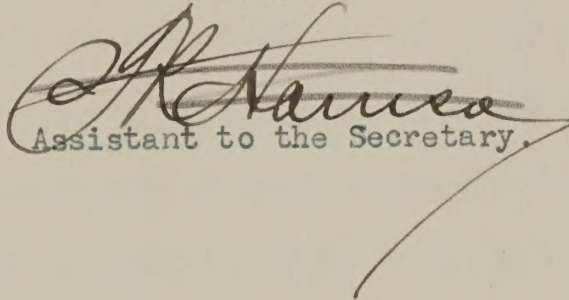
Mr. ... of the bureau wishes to take an examination for

The bureau consents for Mr. ... to enter the examination

to the circumstances which may exist at the time
the transfer is requested under the said Order of
November 24.

Respectfully,

Chief.


Assistant to the Secretary.

to the attention of the
the Director is requested under the order of
November 21.
Respectfully,
Sincerely,
J. H. [Signature]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

AUG 14 1918

MR. HARRISON:

Reference is made to the memorandum of Mr. O'Leary of August 10, 1918, stating that there seems to be some confusion in the Department as to the Executive Orders of April 2 and November 24, 1917.

The Executive Order of April 2, 1917, is in part as follows:

In view of the present emergency conditions and until further notice, the Civil Service Commission is directed to refuse examination to any person who is, or who has been within three months of the date of the examination, employed in the Government service, or to certify any such person who is on the eligible register of the Commission, unless such person submits the written assent of the Department or office in which he is or has been employed to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration, by such department or office that the person can render better service for the Government in the place for which the examination is held. * * *

The Executive Order of November 24, 1917, is in part as follows:

During the continuance of the present war no executive department or other government establishment in Washington shall hereafter give or offer employment, directly or indirectly, conditionally or unconditionally, to any officer or employee in any part of the executive civil service without first obtaining the written consent of the head of the executive department or other government establishment in which such person is then employed, together with the statement that such consent is based upon the conclusion after due consideration that the person can render better service for the Government in the place in which his employment is proposed. * * *

WASHINGTON, D. C. (UPI) —

Mr. O'Leary says that he understands that a statement made by a bureau chief under the order of April 2 is regarded by the Civil Service Commission as sufficient compliance with the order of November 24.

You request me to prepare a memorandum on the subject.

It may be noted that the order of April 2 requires the "written assent of the department or office" to be presented to the Civil Service Commission. The order is directed to the Civil Service Commission and was to take care of emergency conditions as they existed at that time.

It may be argued that the word "office" as used in the order is equivalent to the term "or other government establishment" as used in the order of November 24, 1917. If this were a correct construction of the word "office" then the "written assent" of a chief of a bureau would not be a compliance with the order of November 24, 1917. So, also, if the "written assent of the department or office" referred to in the order of April 2 is construed to mean the written assent of the head of a department or of a bureau or office in that department, then I am of the opinion that such assent, if given by the head of a bureau in a department, is not a compliance with the order of November 24, 1917. The order of November 24 was also made to meet emergency conditions at a later date and it seems to me, even if the latter construction is

The Liberty and a check to the...
of a person called under the...
Civil Service Commission as a...
November 22.

It is requested that the order of April 2 regarding the...
written consent of the...
Civil Service Commission. The order is directed to the Civil...
Service Commission and was to be...
as the... at that time.

It is requested that the order be...
order is... to the...
as read in the order of November 22, 1917. It is...
... of the...
order of... would not be a... with the... of

November 22, 1917. It is... of the...
... or... to the...
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given to the order of April 2, nevertheless the order of November 24 limits the order of April 2 to the extent that before employment may be given, even though the chief of a bureau has consented to an examination being taken, the head of the department must give his consent with the statement required in the order of November 24.

Accordingly I am of the opinion that as to all persons who have received permission to take examinations from the chiefs of bureaus up to the present time, the Secretary's consent and written statement, as required by the order of November 24, 1917, should be obtained before their resignation is accepted.

As to the future I would suggest that the bureau chiefs, in consenting that employees may take civil service examinations, execute the certificate in substantially the following form:

The Honorable

The President of the United States Civil Service
Commission.

Sir:

Referring to the Executive Order dated April 2, 1917, directing the Civil Service Commission to refuse examination to, or withhold from certification, any person who is, or has been, in the employ of the Government within three months preceding the date of examination or certification, unless such person submits to the Commission the written assent of the department or office in which such person is or has been employed, I have the honor to inform you that this Bureau consents for Mr., a in this Bureau, to take an examination for It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.

given to the order of April 2, nevertheless the order of November 24 limits the order of April 2 to the extent that before any person can be given, even though the chief of a bureau has consented to an examination being taken, the head of the department must give his consent with the statement required in the order of November 24.

Accordingly I am of the opinion that as to all persons who have received permission to take examinations from the chiefs of bureaus up to the present time, the Department's consent and written statement as required in the order of November 24, 1917, should be obtained before their resignation is accepted. As to the future I would suggest that the bureau chiefs, in consulting their employees as to civil service examinations, execute the certificate in substantially the following form:

The Honorable
The President of the United States Civil Service
Commission.

Sir:
In reply to the Executive Order dated April 2, 1917, directing the Civil Service Commission to refuse examination to, or withdraw from certification, any person who is, or has been, in the employ of the Government within three months preceding the taking of examination or certification, unless such person applies to the Commission the written assent of the department or office in which such person is or has been employed, I have the honor to inform you that this Bureau consents for Mr. in this Bureau, to take an examination for It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.

This certificate is given under the Executive Order of April 2, 1917, and has no reference to the Executive Order of November 24, 1917. The certificate under the last mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said Order of November 24.

Respectfully,

Chief.

Wm M. Williams
Solicitor.

This certificate is given under the Executive Order of April 1, 1917, and has no reference to the Executive Order of November 11, 1917. The certificate under the first mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said order of November 11, 1917. Respectfully,

Chief.

Collector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

McG.

August 10, 1918.

MEMORANDUM FOR MR. HARRISON

Dear Mr. Harrison:

There seems to be some confusion in the Department regarding the applicability of the Executive Order of November 24 and the Executive Order of April 2, 1917. The Order of April 2 provides that no employee can take a Civil Service examination unless the head of the Department or Office in which the employee is employed can furnish a statement that he can render better service for the Government in the position for which he is taking the examination. The bureaus have authority to permit their employees to take the examination under Executive Order of April 2.

I understand the Civil Service regards a statement made by a bureau chief under the April 2 Order as sufficient compliance with the November 24 Order when an employee has been certified to another Department.

Do you think it would be advisable to submit the attached as a test case for the Solicitor's decision and, if he decides that compliance with the order of November 24 is necessary notwithstanding that the order of April 2 has been complied with, to prepare a memorandum ^{for your signature} to the bureaus accordingly.

OK

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May

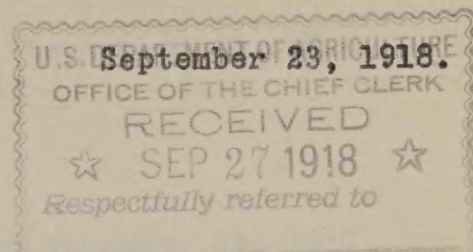
Dear Mr. Harrison:

There seems to be some confusion in the Department regarding the applicability of the Executive Order of November 24 and the Executive Order of April 2, 1917. The Order of April 2 provides that no employee can take a Civil Service examination unless he is in the Department or Office in which the employee is employed can furnish a statement that he can render better service for the Government in the position for which he is taking the examination. The Bureau has authority to permit their employees to take the examination under Executive Order of April 2.

I understand the Civil Service reports a statement made by a Bureau chief under the April 2 Order as sufficient compliance with the November 24 Order when an employee has been entitled to another Department.

Do you think it would be advisable to submit the attached as a test case for the Solicitor's decision and, if he decides that compliance with the order of November 24 is necessary notwithstanding that the order of April 2 has been complied with, to prepare a manual to the Bureau accordingly.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



CIRCULAR NO. 7.

Commissions in the Army.

I am quoting below, for your information, a circular issued by the War Department, under date of June 12, 1917, regarding applications from employees in the executive departments for admission to training camps or for appointments to the officers' or enlisted men's reserve corps:

"Hereafter no application from any employee under the executive departments of the Government, or independent Government establishments of the executive service, for admission to training camps or for appointment to the Officers' or Enlisted Men's Reserve Corps, will be approved UNLESS SUCH APPLICATION IS ACCOMPANIED BY THE WRITTEN APPROVAL OF THE HEAD OF THE EXECUTIVE DEPARTMENT, OR INDEPENDENT ESTABLISHMENT, UNDER WHICH THE EMPLOYEE IS SERVING."

I understand from the War Department that this order is still in effect and that, on September 3, 1918, the Secretary of War directed the chiefs of all Staff Corps and departments not to seek persons employed in other branches of the Government service and offer them commissions in the Army.

If chiefs of bureaus receive applications from any of their employees for permission to accept a commission in the Army, or to enter any of the training camps, it will be necessary to present the matter to the Secretary for consideration and action. Each case should be accompanied by a full memorandum from the Chief of Bureau indicating the character of work upon which the employee is engaged, the duties to which it is proposed to assign him in the War Department, and where he will be stationed, together with an expression of opinion as to whether the application should be approved or disapproved.

F. H. Harrison

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 23, 1918.

CIRCULAR NO. 6.

Regarding Executive Orders of April 2 and November 24, 1917.

Some question has arisen as to whether the permission given by a chief of bureau to an employee to take a Civil Service examination in accordance with the Executive Order of April 2, 1917, is a compliance with the Executive Order of November 24 regarding transfers from one department to another. The Solicitor holds that the two orders are separate and distinct and that compliance with the Order of April 2 does not satisfy the requirements of the Order of November 24. He suggests, therefore, that, in giving an employee permission to take a Civil Service examination, the letter to the Commission should be written in the following form:

The Honorable

The President of the United States Civil Service
Commission.

Sir:

Mr., of this Bureau, wishes to take an examination for This bureau consents for Mr. to enter this examination. It is believed that Mr., under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.

This certificate is given under the Executive Order of April 2, 1917, and has no relation to the Executive Order of November 24, 1917. The certificate under the last mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said Order of November 24.

Respectfully,

Chief.

F. R. Harrison

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 22, 1918.

CIRCULAR NO. 6.

Regarding Executive Orders of April 3 and November 24, 1917.

Some question has arisen as to whether the permission given by a chief of bureau to an employee to take a Civil Service examination in accordance with the Executive Order of April 3, 1917, is a compliance with the Executive Order of November 24 regarding transfers from one department to another. The Solicitor holds that the two orders are separate and distinct and that compliance with the Order of April 3 does not satisfy the requirements of the Order of November 24. He suggests, therefore, that, in giving an employee permission to take a Civil Service examination, the letter to the Commissioner should be written in the following form:

The Honorable
The President of the United States Civil Service
Commission,
Sir:
Mr. of this Bureau, wishes to take an examination for This Bureau consents for Mr. to enter this examination. It is believed that Mr. under ordinary conditions, may be able to render better service for the Government in the place for which the examination is held.
This certificate is given under the Executive Order of April 3, 1917, and has no relation to the Executive Order of November 24, 1917. The certificate under the last mentioned order will be given or withheld according to the circumstances which may exist at the time the transfer is requested under the said Order of November 24.
Respectfully,

Chief.

F. H. Harrison

Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

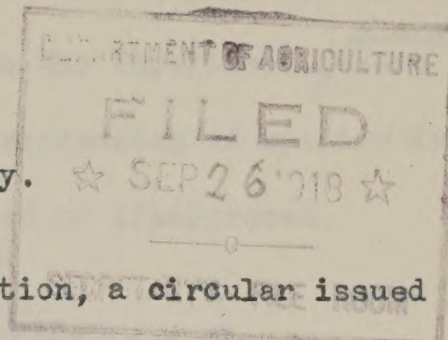
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MoG.

September 23, 1918.

CIRCULAR NO. 7.

Commissions in the Army.



I am quoting below, for your information, a circular issued by the War Department, under date of June 12, 1917, regarding applications from employees in the executive departments for admission to training camps or for appointment to the officers' or enlisted men's reserve corps:

"Hereafter no application from any employee under the executive departments of the Government, or independent Government establishments of the executive service, for admission to training camps or for appointment to the Officers' or Enlisted Men's Reserve Corps, will be approved unless such application is accompanied by the written approval of the head of the executive department, or independent establishment, under which the employee is serving."

I understand from the War Department that this order is still in effect and that, on September 3, 1918, the Secretary of War directed the chiefs of all Staff Corps and departments not to seek persons employed in other branches of the Government service and offer them commissions in the Army.

If chiefs of bureaus receive applications from any of their employees for permission to accept a commission in the Army, or to enter any of the training camps, it will be necessary to present the matter to the Secretary for consideration and action. Each case should be accompanied by a full memorandum from the Chief of Bureau indicating

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

September 23, 1918

Dear Sir:

Enclosed are 3.

Enclosed are 3.

I am enclosing herewith for your information a copy of a letter from the Department of the Interior, dated June 12, 1918, regarding the removal of the Department of the Interior from the Department of Agriculture for the purpose of the reorganization of the Department of the Interior.

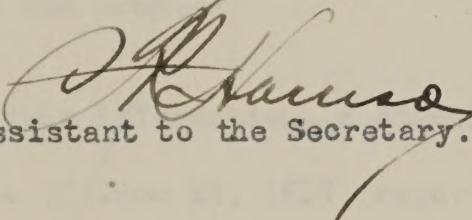
Very truly yours,

Enclosed are 3 copies of a letter from the Department of the Interior, dated June 12, 1918, regarding the removal of the Department of the Interior from the Department of Agriculture for the purpose of the reorganization of the Department of the Interior.

I understand from the Department of the Interior that this letter is still in effect and that, on September 2, 1918, the Department of the Interior was removed from the Department of Agriculture and placed in the Department of the Interior.

If there is any further action required by the Department of the Interior, please advise me by letter. I am enclosing herewith a copy of a letter from the Department of the Interior, dated June 12, 1918, regarding the removal of the Department of the Interior from the Department of Agriculture for the purpose of the reorganization of the Department of the Interior.

the character of work upon which the employee is engaged, the duties to which it is proposed to assign him in the War Department, ^{and} where he will be stationed, ~~and~~ together with an expression of opinion as to whether the application should be approved or disapproved.


Assistant to the Secretary.

the character of work upon which the employee is engaged, the duties
to which it is proposed to assign him in the Department, where
he will be stationed, and together with an expression of opinion as
to whether the application should be approved or disapproved.

[Handwritten signature]
Assistant Secretary

C

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 21, 1918.

CIRCULAR NO.

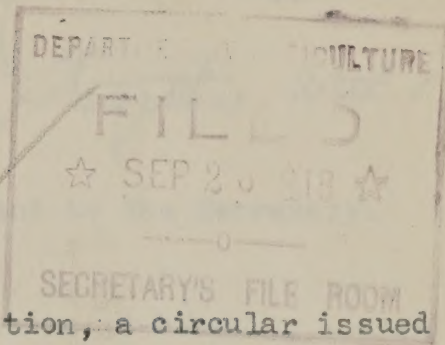
Commissions in the Army.

I am quoting below, for your information, a circular issued by the War Department, under date of June 12, 1917, regarding applications from employees in the executive departments for admission to training camps or for appointment to the officers or enlisted men's reserve corps:

"Hereafter no application from any employee under the executive departments of the Government, or independent Government establishments of the executive service, for admission to training camps or for appointment to the Officers' or Enlisted Men's Reserve Corps, will be approved unless such application is accompanied by the written approval of the head of the executive department, or independent establishment, under which the employee is serving."

I understand from the War Department that this order is still in effect and that, on September 3, 1918, the Secretary of War directed the chiefs of all Staff Corps and departments not to seek persons employed in other branches of the Government service and offer them commissions in the Army.

If chiefs of bureaus receive applications from any of their employees for permission to accept a commission in the Army, or to enter any of the training camps, it will be necessary to present the matter to the Secretary for consideration and action. Each case should be accompanied by full memoranda from the Chief of Bureau indicating the character of work upon which the employee is engaged, the duties to which it is pro-



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 21, 1912

SIR:

Enclosed in the box

I am sending you, for your information, a copy of the
report of the Commission on the subject of the
proposed changes in the Department of Agriculture
which was made by the Commission on the subject of the
proposed changes in the Department of Agriculture.

Very respectfully,
J. B. H. H.

The Commission on the subject of the proposed changes in the
Department of Agriculture was organized on July 1, 1912, and
has since that time been engaged in a study of the
various questions connected with the organization and
management of the Department. The Commission has held
many public hearings and has received many suggestions
from the public. It has also held many private
hearings and has received many suggestions from the
various bureaus of the Department. The Commission
has now completed its study and has prepared the
report which is enclosed in the box.

I understand that you are interested in this report and
that you are also interested in the proposed changes in the
Department of Agriculture. I am sending you a copy of the
report for your information and for the information of
the various bureaus of the Department. I am also
sending you a copy of the report for the information of
the public. I am sure that you will find the report
very interesting and that you will be able to
understand the various questions connected with the
organization and management of the Department.

In the report of the Commission on the subject of the
proposed changes in the Department of Agriculture, the
Commission has recommended that the Department be
organized on a basis of functional organization. This
means that the various bureaus of the Department
should be organized on the basis of the functions which
they perform. This is a very important change and
it is one which will result in a more efficient
and economical Department. I am sure that you will
find the report very interesting and that you will be
able to understand the various questions connected with
the organization and management of the Department.

posed to assign him in the War Department, ^{and where he will be located,} and an expression of opinion as to whether the application should be approved or disapproved.

Together with

Assistant to the Secretary.

passed to assign him in the Department and an expression of opinion

as to whether the application should be approved or disapproved.

Respectfully,
Assistant Secretary.

C

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 21, 1918.

TO CHIEFS OF BUREAUS, INDEPENDENT OFFICES AND DIVISIONS.

For your information I am quoting below a circular issued by the War Department, under date of June 12, 1917, regarding applications from employees in the executive departments:

"Hereafter no application from any employee under the executive departments of the Government, or independent Government establishments of the executive service, for admission to training camps or for appointment to the Officers' or Enlisted Men's Reserve Corps, will be approved unless such application is accompanied by the written approval of the head of the executive department, or independent establishment, under which the employee is serving.

"Employees under the War Department who have previous to this order resigned to enter training camps and those who hereafter enter such camps with the written approval of the Secretary of War, may be reinstated in their former positions under the department, upon being relieved from military duty.

"The foregoing order rescinds the department's instruction of May 14, 1917, which was as follows:

'It is considered as a rule trained employees of the War Department can render their most effective service to the Government in the War Department. If they elect to enter training camps they will have to resign their positions and no assurance can be given them with respect to their being reappointed to their positions should they fail to secure appointments as officers in the Army. There is no objection to their being granted such leave with pay as they may be entitled to under the law.'

On September 3, 1918, the Secretary of War directed the chiefs of all Staff Corps and Departments not to seek persons employed in other branches of the Government service and offer them commissions in the Army.

Both these orders are still in effect.

Very truly yours,

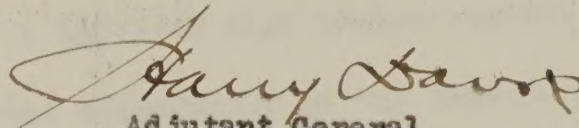
Assistant to the Secretary.

210.1 (Miscel)Off.

September 3, 1918.

From: The Adjutant General of the Army.
To: Chiefs of all Staff Corps and Departments.
Subject: Prohibition against offering commissions to civilians
employed by other Departments of the Government.

1. The Secretary of War directs that you are not to seek persons employed in other branches of the Government service and offer them commissions in the Army.


Adjutant General.

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, and who have been assigned to the various divisions of the Department.

1. The Secretary of the Department of the Interior, and the Assistant Secretary, are appointed by the President, and hold office for four years.

2. The Commissioner of the General Land Office, and the Assistant Commissioner, are appointed by the President, and hold office for four years.

3. The Director of the Bureau of Reclamation, and the Assistant Director, are appointed by the President, and hold office for four years.

4. The Director of the Bureau of Indian Affairs, and the Assistant Director, are appointed by the President, and hold office for four years.

5. The Director of the Bureau of Land Management, and the Assistant Director, are appointed by the President, and hold office for four years.

6. The Director of the Bureau of Mines, and the Assistant Director, are appointed by the President, and hold office for four years.

7. The Director of the Bureau of Fish and Wildlife, and the Assistant Director, are appointed by the President, and hold office for four years.

8. The Director of the Bureau of Geographical Names, and the Assistant Director, are appointed by the President, and hold office for four years.

9. The Director of the Bureau of National Parks, and the Assistant Director, are appointed by the President, and hold office for four years.

10. The Director of the Bureau of National Monuments, and the Assistant Director, are appointed by the President, and hold office for four years.

James H. Smith
Assistant Secretary

[Signature]

[Signature]
1911

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

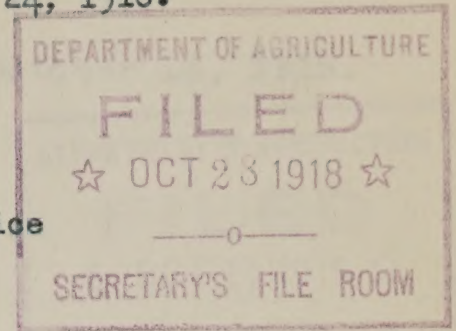
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G

October 24, 1918.

CIRCULAR NO. 8.

Distribution of Announcements of Civil Service
Examinations by Bureaus.



The Civil Service Commission on account of present conditions has requested the cooperation of the Department in the matter of disseminating information concerning examinations and bringing it to the attention of qualified persons. The Commission states that it has well organized machinery for this purpose, which is, of course, used to the fullest extent, but it believes that better results may be obtained through more systematic cooperation of the Department. Hereafter the Commission will furnish the Department with copies of each examination, as announced, and requests that the office in the Department in which the position is to be filled render assistance in distributing the announcements among qualified persons. Additional copies may be had upon request of the Commission.

It is the desire of the Secretary that the fullest cooperation be undertaken by all branches of the Department with the Commission in the distribution of these announcements.

Very truly yours,

A. J. Fitts

Private Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 12, 1918.

CIRCULAR NO. 8.

Distribution of Announcements of Civil Service
Examinations by Bureau.

The Civil Service Commission on account of present conditions has requested the cooperation of the Department in the matter of disseminating information concerning examinations and making it to the attention of qualified persons. The Commission states that it has well organized machinery for this purpose, which is, of course, used to the fullest extent, but it believes that better results may be obtained through more systematic cooperation of the Department. Hereafter the Commission will furnish the Department with copies of each examination, a numbered, and requests that the office in the Department in which the position is to be filled confer assistance in distributing the announcements among qualified persons. Additional copies may be had upon request of the Commission.

It is the desire of the Secretary that the fullest cooperation be undertaken by all bureaus of the Department with the Commission in the distribution of these announcements.

Very truly yours,

Private Secretary.

COMMISSIONERS

JOHN A. MCILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO

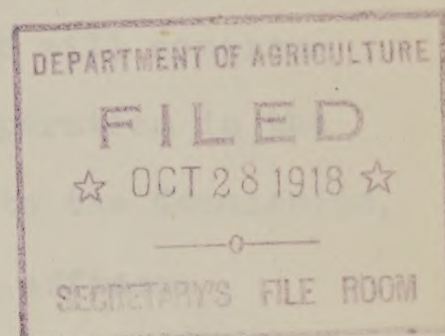
FILE A. M: LL
AND DATE OF THIS LETTER

October 14, 1918.

The Honorable,

The Secretary of Agriculture.

Sir:



Under present conditions, the work of recruiting the civil service is attended by considerable difficulty, the reasons for which are well known and need no discussion. The Commission has well organized machinery for disseminating information concerning examinations and bringing it to the attention of qualified persons. This machinery is, of course, used to the fullest extent in all cases. It is believed, however, that better results may be obtained through more systematic cooperation of the departments and offices interested, and it is proposed that when an examination is announced, the offices in which the positions are to be filled shall assist the Commission by distributing announcements among qualified persons and in any other manner agreed upon between the departments or offices and the Commission:

When an examination is announced, one hundred copies of the announcement will immediately be sent to the department or departments interested, accompanied by a circular letter calling attention to their purpose, and stating that additional copies may be had upon request.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

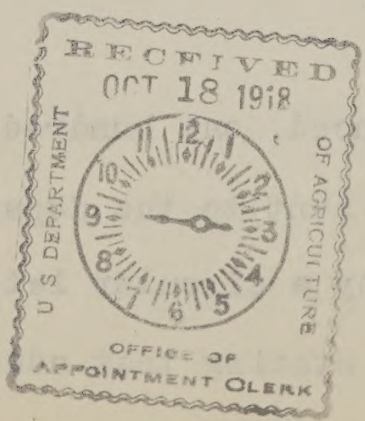
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U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

RECEIVED
JAN 10 1919
U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

The Secretary of Agriculture,
The Honorable,

Sir:

After previous consideration, the work of the
the civil service is attended by considerable difficulties, and
because the work is well known and need no discussion. The
Government can well organized and the Government is
formation concerning the work of the Government is
than of public interest. This is especially so, of course, when
in the interest of the public. It is believed, however,
that better results can be obtained through the cooperation
cooperation of the Government and the public interest, and it
is proposed that when an examination is announced, the office
in which the positions are to be filled shall send the con-
dition of the positions and the names of the persons
and in any other matter which may be of interest to the



attorney and the Government.
When an examination is announced, the names of the persons
of the positions are to be filled shall send the con-
dition of the positions and the names of the persons
and in any other matter which may be of interest to the
attorney and the Government.

The Commission is doing its utmost to supply the departments and offices with needed help, and will continue to add to its effort wherever possible. Cooperation in the manner outlined will be of great assistance to the Commission, and of direct benefit to the departments and offices.

By direction of the Commission:

Very respectfully,

Chas M Galloway

Acting

President.

The Commission is going to assist in supply the

Government and assist in its needs, and will continue

to assist in its export wherever possible. The action in the

market situation will be of great assistance to the Government

and of direct benefit to the Government and officers.

In addition to the Commission:

Very respectfully,

Respectfully,



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 20, 1918.

FILE
P. L. GLADMON

Circular No. 9.

Attached is a circular with reference to the creation of a Field Division of the Council of National Defense. It is the Secretary's desire that employees of the Department conform as closely as possible to the policy laid down by the President in the conduct and development of Departmental activities. The attention of the field forces of the Department should be called especially to the recommendation concerning the utilization of the county and community units of the Council of Defense system.

F. R. HARRISON

Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 20, 1918

FILE
R. L. GLEASON

Circular No. 1

Attached is a circular with reference to the creation of a
Field Division of the Bureau of National Defense. It is the
Bureau's desire that members of the Department should be
as possible to the policy and in the Bureau in the interest of
development of Departmental activities. The creation of the Field
Division of the Bureau should be effected as early as possible.
After consulting the Division of the Bureau and necessary units of
the Bureau of National Defense.

R. H. HARRISON

Assistant to the Secretary



COUNCIL OF NATIONAL DEFENSE

WASHINGTON, D. C.

Field Division



October 1, 1918.

To the several State Councils of Defense:

The Field Division of the Council of National Defense, in taking over the executive activities of the State Councils Section and the Woman's Committee of the Council of National Defense, will begin a new series of bulletins and circulars. The activities, which the Council of National Defense, through the State Councils Section, has asked the State Councils of Defense to undertake, are, of course, unaffected by this change and should be prosecuted virorously by the State Councils. The important activities, and the suggestions which the Council of National Defense has made for carrying out these programs, are summarized in the following outlines.

Are you using every activity here recommended which is adapted to your local conditions? Are you undertaking the additional activities demanded by your local needs? If, not, the Federal Departments and War Administrations will be limited in the service which they may receive from you, and will be forced to institute independent machinery in your State.

We ask your careful consideration of this outline of important State Council work. We are always ready to supplement our general service with special information and suggestions relating to particular problems.

Very truly, yours,

G. B. CLARKSON,
Director of Field Division.

IMPORTANT STATE COUNCIL WORK.

FUNCTIONS.

The President of the United States has written to the Secretary of War, suggesting that he communicate with the heads of all Federal Departments and Administrations the wish of the President, that when they are considering extension of their organization in the States, or new work to be done in the States, they determine carefully whether they can not utilize the State Council system, thus rendering unnecessary the creation of new machinery, and that they transmit all requests for action by the State Councils through the Council of National Defense. (See I. C. A. No. 12.)

The primary functions of the State Council of Defense are, therefore—

1. To perform on behalf of the Federal Government such of its war work in the State as does not require the creation of a separate administrative organization extending into the small communities.

2. To perform on behalf of the representatives of those Federal Departments and Administrations having organizations extending throughout the States such of their war work as they feel can be performed by the State Council organization.

3. To perform such independent activities as will enable the State to contribute most fully to the welfare of the Nation and of its own citizens in the prosecution of the war.

4. To centralize and coordinate the war work of the State.

In order to fulfill these functions it is essential that the State Council of Defense create an adequate organization for reaching the people and directing their efforts, and build up and maintain the public morale. To create and direct Local Councils of Defense is, therefore, essential to the execution of all the functions of the State Council of Defense.

By creating this organization and performing these functions the State Council saves the Nation the tremendous expense of creating elaborate new administrations for the performance of new war activities and also, in the conduct of the work of its established administrations, the expense of creating or maintaining many parallel organizations where a common machine can more efficiently serve them all. The efficiency of the United States war work within this country, therefore, to a large extent depends upon the State Council of Defense.

As the official representative of the Council of National Defense the State Council of Defense bears vital relationship to the Council of National Defense and should maintain close contact with it.

ORGANIZATION.

LEGISLATIVE ESTABLISHMENT AND APPROPRIATION.

The Council of National Defense recommends the enactment of a statute providing for a State Council of Defense and endowing it with broad powers and adequate funds. Twenty-four State Councils are at present statutory. States whose legislatures will meet during 1919 should make plans toward legislative establishments and have ready a statute before the legislature convenes. "Suggestions for a Statute Creating a State Council of Defense" may be had on application.

INTERNAL ORGANIZATION.

Form of Organization.—A Council of small membership, or a large Council managed by a small executive committee, has proved most effective. It is important that meetings be called frequently—weekly, if possible—in order that opportunities and requests for State Council

work and emergency matters may be acted on promptly, that committees may report frequently on work undertaken, and that the work of the Council may be kept constantly under way.

Departments and Committees.—The far-reaching scope of the State Council organization requires that the work be apportioned among committees. Committees should be appointed, however, only when there is definite work for them to do. Each committee should stand for some specific activity or group of activities in charge of one member acting in an executive capacity. This member should be a person with adequate time to give to the work. Women should be included in the membership of all committees.

Executive Secretary.—It is of first importance to coordinate the work of the various committees under a single guiding hand and to make one man responsible for the executive work of the Council by the appointment of a paid director or executive secretary.

Negroes.—The Council of National Defense has recommended that the State Councils in the States with large Negro population take the lead in organizing Negroes for Council of Defense and other war work and that they confer with the representatives of the other Federal agencies concerned, so that all work relating to Negroes may be done through a single Negro organization affiliated with the State Council of Defense. It is important that such Council of Defense programs as apply to Negro activity should be called to the attention of its Negro organization by the State Council. (See General Letters No. 117, Partial Letters Nos. 32 and 34.)

LOCAL ORGANIZATION.

Importance.—Complete local organization extending through the county to the small community where the individual may be reached directly is essential to successful State Council work. President Wilson in commenting upon the State Councils system in his letter of July 30th, said: "I am particularly struck by the value of extending our defense organization into the smallest communities and by the truly democratic character of a national system so organized." (See I. C. A. No. 12.)

METHOD.

County Councils of Defense.—These have been completely organized for some months in nearly every State in the Union. County Councils, in addition to their direct work, are important as distributing agencies of State Councils in reaching Community Councils. In order to maintain County Councils at their fullest efficiency, their development and work must be closely followed up by the State Councils. The State Councils are responsible not only for developing and directing the work of County Councils, but also for supplying them with information, advice, and assistance in their various activities. The County Councils should be made to feel that the State Councils are their most accessible sources of information and aid concerning all programs, Federal as well as State or local. All bulletins and circulars of the Council of National Defense of importance to County Councils should be rebuletinized for them by the State Council. Joint meetings of the State Councils with the County Councils for the State at large or for certain areas, frequent reports to the State Council and the preparation of comprehensive reviews of the organization and duties of the County Councils, all are valuable for this purpose. (See County Council Circular.)

Community Councils of Defense.—To reach and mobilize the individual citizens effectively, Councils subsidiary to County Councils are indispensable. The Council of National Defense has urged the formation of Community Councils of Defense throughout each State. About 20 State Councils report 100 per cent Community Council organization.

The Community Council of Defense is not merely a committee as is the State or County Council; it is the community itself with all its citizens and agencies organized for national service. Without the Community Councils of Defense the channels of communication of

State and County Councils would in a measure empty into the air; with them the Federal Government may reach every individual in every community, and through them every individual may find his place in the work of the war. In his letter to the Chairman of State Councils President Wilson refers to the creation of Community Councils thus: "It will, I believe, result when thoroughly carried out in welding the Nation together as no nation of great size has ever been welded before. It will build up from the bottom an understanding and sympathy and unity of purpose and effort which will, no doubt, have an immediate and decisive effect upon our great undertaking."

The Council of National Defense is always ready to give information on the organization of Community Councils, and to send copies of its programs to all County Councils or to provide copies in large numbers to the State Councils for distribution. (See I. C. A. Nos. 7 and 9; also Bulletins Nos. 83, 88, 105, 106, and General Letters Nos. 73, 80, and 89.)

CENTRALIZATION OF STATE WAR WORK.

State War Board.—The Council of National Defense has recommended that each State Council of Defense call at regular intervals conferences of the State representatives of the different Federal Departments and Administrations carrying on work connected with the prosecution of the war. These meetings are for the purpose of free round-table discussions to make clear to all the general scope of work conducted by each agency represented. The discussions should give information which should prevent new lines of work being started and organizations created that would duplicate unnecessarily those under way. It should also bring out instances of duplication or conflict. These conferences should be informal for purposes of consultation. It is suggested that the active head of the State Council should act as Chairman.

This recommendation has been approved by the following Federal Departments and War Administrations and their representatives should be included in such war board meetings: Treasury Department, Department of Agriculture, Department of Labor, the Woman's Committee of the Council of National Defense, Food Administration, Fuel Administration, American Red Cross, and the Four Minute Men. (See General Letter No. 71.)

County War Boards.—Such conferences should also be held by the County Councils of Defense in connection with the county representatives of the various departments above listed. In several States such County War Board meetings have already been instituted with great success.

Centralization of Offices.—As many as possible of the official war agencies in the State or county should be housed together, so that one building may be known as the official war office for the locality. It is often practicable to have a central office force do the work of the several different war agencies. The fact that the drives of the different agencies are scheduled so as to prevent conflict makes a common office force feasible, especially in the county organization. (See General Letter No. 71.)

COORDINATION OF VOLUNTARY AGENCIES.

Many voluntary organizations and societies have been created or have been enlarged to undertake various types of war work. The Council of National Defense has adopted a resolution requesting the State Council to act as the central coordinating agency for all such voluntary patriotic war work within the State. It is also requested that the State Council endeavor to concentrate the patriotic activity of the citizens of the State in as few organizations as possible so as to prevent the growth of new and duplicating voluntary societies which will hinder rather than help the efficient mobilization of the Nation for war service. (See General Letters Nos. 81 and 91; Bulletin No. 73, supplemented by Bulletin No. 76.) To accomplish this, the following plans, proved successful in some States, are suggested:

Organization of committees composed of representatives of such agencies, acting as a coordinating committee of the State Council. This plan has been adopted by several State Councils and by the State Divisions of the Woman's Committee in every State.

Enrollment of all patriotic societies in the State by the State Council, appointment of representatives of such societies, and conferences with such representatives as to their work.

Assignment by the State Councils of definite war tasks to specific voluntary agencies in the State particularly fitted to assume them.

Campaigns for funds.—Campaigns for funds fall into two main divisions:

1. The three major campaigns (a) the Liberty Loans, (b) the American Red Cross, (c) the United War Work Campaign, comprising the Y. M. C. A., the Y. W. C. A., the National Catholic War Council, the Jewish Welfare Board, the War Camp Community Service, the American Library Association, and the Salvation Army.

2. The numerous unrelated solicitations of minor voluntary war relief and welfare organizations.

In connection with the three major campaigns for funds, the task of the Councils is to give every assistance, placing their entire State and local machinery at the disposal of the committee in charge of the respective campaigns; to enlist public support behind each specific campaign; and, where appropriate arrangements are made with the organization in charge, to take active part in the solicitation as well. (See Bulletin No. 115.)

In connection with the unrelated solicitations of voluntary relief organizations, the Council of National Defense urges the State Councils to undertake some adequate method of supervision. (See Bulletins Nos. 78 and 80 and General Letter No. 43.) State Council supervision should provide for—

1. Concentration and reduction, as far as possible, of campaigns to collect funds for war relief. (See General Letter No. 133.)

2. Elimination, so far as possible, of fraudulent organizations or those duplicating the work of already well-recognized and efficient organizations. (See General Letters Nos. 81, 82, and 91.)

3. Opportunity for each individual citizen to contribute to war relief. No citizen should, however, be forced to give.

The following method is recommended for the control of the collection of funds and has been put into successful operation by several State Councils:

Giving wide publicity to the resolution of the Council of National Defense.

Calling upon all war-relief organizations within the State to report to the State Council as to their organization, expenditures, and work.

Preparing and advertising widely on the basis of these reports a list of societies recommended by the State Council as worthy of financial support.

STATE COUNCIL WORK.

MORALE.

Upon the morale of the individual citizen depends the success of State Council work, and of all Federal war programs in the State. This popular credit upon which the Nation must draw to perform the work of the war, it is the especial task of the State Councils to create. Establishing a satisfactory morale needs more than mere propaganda. It involves stirring into galvanic energy the latent enthusiasm and enterprise of the people of the Nation. Well-organized Council of Defense systems, terminating in a complete series of Community Councils, can reach personally every citizen in the country and bring him into vital contact with the war aims and needs of the Government. They can give every citizen a part in the war work of the Nation and can keep him supplied with practical information on the war, thus defeating apathy,

ignorance, and discouragement. In all phases of State Council activity the question of civilian morale must be of first consideration. It is more definite and apparent in Organization, Publicity and War Information, Americanization, Loyalty, and Sedition.

PUBLICITY AND WAR INFORMATION.

Means of State Council Publicity are summarized in detail in various circulars. (Information Circular No. 21, I. C. A. No. 13.)

In general, they include:

Press Information.—The employment of a salaried press man with newspaper experience is essential. It has been found effective to have a man on every large newspaper in the State designated to act as a special representative of the Publicity Department of the State Council. Conferences of newspaper editors are often useful. (See General Letter No. 31.)

The foreign-language press is a valuable newspaper publicity agency. Work with foreign-language publications should be done in cooperation with the State Council Americanization Committee. In addition to systematic releases to foreign-language papers, the Councils of Defense may profitably issue handbills and posters in foreign languages on various topics of war interest. (See I. C. A. No. 11, and General Letter No. 131.)

SPEAKING.

Speakers Bureau.—The task of a State Council Speakers Bureau is to organize patriotic meetings, place speakers at such meetings, keep the speakers of the State fully and explicitly informed on all matters which the State Council wishes to lay before the people, and conduct speaking campaigns to reach even the remotest communities.

Four Minute Men.—The Four Minute Men should be associated as closely as possible with the Speakers Bureau and given full support in the States. (See I. C. A. No. 13, and General Letter No. 143.)

PUBLIC PATRIOTIC MEETINGS.

War Conferences.—War conferences have been held in nearly all States under the Speakers Bureau of the State Council acting with the Council of National Defense and the Committee on Public Information.

Liberty Choruses.—The organization of choruses to sing at Community Council meetings, mass meetings, and rallies to get the whole community singing, and to bring the whole community into the Community Council, is urged. The Council of National Defense recommends the appointment of a State musical director by the State Council of Defense. (See Bulletin No. 103, and General Letter No. 129.)

State Fairs.—Exhibits of the State Council and the Woman's Divisions at State and other fairs afford a very effective means of enlisting public interest in their work. (See General Letter No. 103.)

State Council Periodicals.—Periodicals issued at regular intervals and containing news from State and County Councils and news from the various departments at Washington are excellent means of stimulating Council of Defense work. They should be circulated among all Local Councils of Defense and prominent citizens interested in war work.

Miscellaneous.—There are numerous other means of publicity, including posters, pamphlets, official State Council bulletin boards; farm journals and trade papers; the libraries, through the State Library Director of the Food Administration; the schools; and the assistance of special professions, such as the clergy, physicians, and judges, and of special groups such as fraternal, commercial, and trade associations. (See I. C. A. No. 13.)

WORK WITH THE FOREIGN BORN—AMERICANIZATION.

Importance.—There are in the United States approximately 13,000,000 foreign born. Americanization is, therefore, one of the most important of the war activities; upon it depends the solution of many of the most vital and difficult problems of civilian and military morale, of labor, of war manufacture, and of sedition.

The United States Bureaus of Education and Naturalization, acting with the Council of Defense, have designated the State Councils their official agencies for coordinating all war emergency Americanization work in the States. State Councils are responsible for correlating, directing, and supplementing whatever work is being done in the State to mould our native and foreign born into a truly unified nation. The work should be done so far as possible through existing agencies. (See Bulletins Nos. 86 and 91.)

State Committee.—The first step in State Council Americanization work is the appointment jointly with the Woman's Division, of a State Committee on Americanization, and local committees in every town containing over 500 foreign-born residents. (See Bulletin No. 112 and G. L. No. 160.) These committees should always include representatives of the foreign born. The chief functions of a State Americanization Committee should be to—

1. Thoroughly inform itself through a preliminary survey as to the problem in its State and the various agencies already engaged in the work with the foreign born.
2. Correlate the many agencies engaged in Americanization work through State and local periodic conferences of their representatives, and through a central coordinating conference of these representatives and representatives of the foreign-born groups.

(See General Letters No. 52 and 111, and Bulletin No. 108.)

Conduct a campaign for instruction in the English language through—

- (a) Public school classes in English for every group of 20 foreign-speaking people who desire it. (See Bulletin No. 108.)
- (b) Supplementary classes in English in factories at the noon hour and in night schools and settlements.
- (c) Extension work in the homes to reach foreign-born women.
- (d) Extension work through cooking and similar classes for women.
4. Provide for adequate citizenship training classes for all who have taken out their first papers, and personal contact with such future citizens to encourage them to become American citizens. (See Bulletin No. 91.)
5. Establish war-information bureaus in all communities where there are many foreign-born residents. These bureaus should be equipped to furnish to the foreign born accurate information about the war and the problems arising from it. (Bulletin No. 92.)
6. Give full press and speakers' publicity, including editorials in foreign languages, translations of important speeches and laws relating to the foreign born, addresses to the foreign born by speakers in their own languages, address by speakers in the various foreign languages in factories during the noon hours, in schools, and in libraries.

MEASURES OF ECONOMY.

Modern warfare is largely a contest in endurance. In the long run, therefore, our continued successful prosecution of the war depends upon our efficient economy now. In all directions rigid economy should be promoted by the State Council.

General Campaign for Personal Thrift and Economy.—The necessity for nation-wide personal thrift and economy must be stressed repeatedly in State Council announcements. Each dollar wasted means one dollar less to loan to the Government and one dollar's worth of labor taken from vital war work. This is work which is to continue throughout the war and is one of

the most valuable civilian contributions to American success. (See Bulletin No. 94 and General Letter No. 97.)

Christmas Buying.—The Council of National Defense has emphasized the necessity of restricting Christmas buying in order to save labor and material in the manufacture and sale of Christmas gifts and to save transportation and delivery facilities involved in a large volume of Christmas purchases. An agreement has been effected with representatives of the retail trade to the end that the merchants will not increase their working force or working hours by reason of holiday business, and that they will encourage the early buying of useful gifts only. State Councils are urged to give this agreement wide publicity during the fall of 1918.

Curtailment of Retail Deliveries.—In order to release labor and to save equipment, State Councils are asked to push the deliveries campaign of the Conservation Division of the War Industries Board (formerly the Commercial Economy Board of the Council of National Defense) which calls for the restriction of deliveries to one per day over each route, the elimination of special deliveries, and the restriction of return privileges, and also the encouragement of the establishment of cooperative delivery systems wherever possible, especially in the small towns. Each State Council should designate some person to act under its authority and to have this campaign especially in charge. (See General Letter No. 86 and Bulletins Nos. 42, 47, and 58.)

State Council Commercial Economy Programs.—There are a number of fields in which commercial adjustments may promote economy, but in which national programs are not practicable. State Councils through their commercial economy representatives should develop State or local programs to meet specific local needs.

Discouragement of New Construction.—State and Local Councils of Defense are asked to pass upon cases of proposed construction as part of the plan of the War Industries Board which requires that a permit issued by the War Industries Board shall be obtained before any construction is undertaken. The manufacturers of building materials are pledged not to furnish materials unless such a permit is shown. An application for a construction permit should be made under oath to the local representatives of the State Council of Defense, presumably the County Council of Defense, who should investigate and refer the matter with a recommendation to the State Council of Defense. The State Council of Defense should appoint a committee on proposed construction, to keep in touch with the Local Councils and also with the War Industries Board, and to act as the communicating agency between the Local Councils and the War Industries Board. Wherever the State Council decides in favor of the proposed construction, the matter should be referred to the War Industries Board, Section on Non-War Construction, which alone has power to issue construction permits. All cases in which the State Council rules against the proposed construction should be reported monthly to the War Industries Board on forms provided by the Board. This function will constitute one of the most important and responsible duties of the State Councils of Defense. (See Bulletin No. 113.)

FIRE PROTECTION.

Prevention of Wasteful Fires—General Publicity.—Citizens should be warned concerning fire hazards and requested to exercise care in the prevention of fire. All industrial plants and food repositories should be inspected by inspectors indorsed by the State Council. The fire apparatus of every town should be surveyed to arrange for interchange of apparatus and to effect standardization of hose and hydrant couplings. (See Bulletin No. 11 and General Letter No. 45.) The State Council should keep in close touch with the district foresters and field men of the United States Forestry Service in order to work with them in fire prevention. (See General Letter No. 152.)

FOOD.

Production.—The methods of stimulating food production depend upon local conditions. Each State Council should, therefore, freely exercise its ingenuity in developing such resources. At the same time all food-production work should be tied up with the national food-production program announced by the United States Department of Agriculture. In order to accomplish this and to insure close working relations with the Agriculture Extension Service throughout the State, constant contact should be maintained with the State Extension Director. (See Bulletin No. 87.)

A campaign should be conducted in connection with the national fall planting program. (See Bulletin No. 110.) As soon as the general production program for 1919 is announced the planting campaign should be broadened. A campaign to increase silo construction is also possible. (See General Letter No. 137.) Each State Council should designate some person to have charge of the United States School Garden Army work in the State. (See General Letter No. 139.) Methods in the several fields of agriculture were suggested in General Letter No. 53 and still serve as points of departure for new State measures.

Conservation.—Active assistance should be rendered by State Councils to the United States Food Administration in all its campaigns and close working relationship should be established between the Home Demonstration Agents of the United States Department of Agriculture and the Community Councils of Defense. (See Bulletin No. 114.)

As suggested in General Letter No. 142, measures for the extermination of rats should be adopted by the State Councils. A particularly good opportunity for community campaigns will be found in crusades conducted by the Community Councils of Defense.

FUEL.

State Councils are asked to give active assistance to the State Fuel Administration in various conservation and distribution plans. These include the early purchase of winter fuel, the conservation of gasoline, the saving of fuel by economy in lighting and heating, and strict observance of the "lightless night" order. (See Bulletin No. 107 and General Letter No. 152.)

The State Councils should cooperate with the agents of the United States Forest Service in encouraging the use of wood as fuel. (See General Letter No. 152.)

TRANSPORTATION.

Highways Transport.—In order to relieve freight congestion and to reduce food prices the more extensive use of motor trucks especially for short hauls is recommended by the Council of National Defense. The State Council should create a Highways Transport Committee to work in cooperation with the Highways Transport Committee of the Council of National Defense and study local conditions and develop as far as possible Return Loads Bureaus, and Rural Motor Express. (See Bulletin No. 90, and General Letters Nos. 62, 102, 108, and 155A.)

The United States Employment Service has authorized the State Council Highways Transport Committees to make preliminary decisions as to essential or nonessential labor in connection with all power or horse drawn vehicles. This constitutes an important function of the Highways Transport Committees and adds greatly to the scope of their work. (See General Letter No. 155A.)

Freight Congestion.—The solution of freight-congestion problems is in the hands of the Railroad Administration. However, the State Councils can aid by the encouragement of economical measures of buying, such as the purchase of fertilizer in carload lots. (See General Letter No. 30 and Bulletin No. 34.)

Highways.—Though nonessential road improvement is to be discouraged during the war, State Councils should cooperate with State Highways Commissioners in seeing that essential

highways are maintained in good condition and cleared for use at all times. In order that the increased use of motor cars may be facilitated, it is particularly necessary that interstate roads, such as the Lincoln Highway, be kept in usable condition at all times. (See Bulletin No. 100.)

LABOR.

Opportunities for State Council Work.—The State Council should take advantage of local conditions to inaugurate independent activities for meeting the labor problems of the State. Instances of independent State Council activities are the requisitioning of county road crews for haying and thrashing (see Bulletin No. 46), the appointment of Local Housing Committees, the mobilization of townspeople to work on adjacent farms, etc. Some States have found labor surveys, employment bureaus, and vagrancy measures useful and necessary. (See General Letters Nos. 136 and 147.)

United States Employment Service.—To the United States Employment Service has been entrusted the task of recruiting and allocating unskilled labor. The State Council should cooperate with the Department of Labor in this most important work. (See Bulletin No. 101 and General Letter No. 147.)

Boys' Working Reserve.—The actual supervision and placement of members of the Boys' Working Reserve is in the hands of the State Division of the Boys' Working Reserve. State Councils should arrange with this branch of the Department of Labor, however, to assist them in all their work and particularly to provide preliminary training for the boys and to insure their physical and moral welfare. (See Bulletins Nos. 43 and 93.)

Housing.—States with a large industrial population should, in cooperation with the United States Bureau of Industrial Housing and Transportation of the Department of Labor, supervise the provision of adequate housing facilities, establish room registration bureaus, and undertake the prevention of rent profiteering. (See Bulletin No. 95, and Partial Letter No. 23.)

PUBLIC WELFARE.

Vocational Education.—The Federal Board for Vocational Education has requested State Councils to join with State Boards for Vocational Education to provide emergency vocational training to meet the demand for technically skilled workers. The appointment of a Joint Advisory Committee for the promotion of vocational education under the provisions of the Smith-Hughes Act is strongly urged. (See Bulletin No. 104.)

It has been suggested that State Councils consider the advisability of encouraging shop training of employees, following the plans of the Section on Industrial Training of the Council of National Defense. (See General Letter No. 128.)

Maintenance of Educational Standards.—The United States Bureau of Education urges the maintenance of a high educational standard in the primary and secondary schools of the country in order that the young people of to-day may be prepared to meet efficiently the complex conditions brought about by the war. State Councils should lend State and Local Boards of Education every assistance and should unite with Child Welfare Committee of the Woman's Divisions in their special drive. (See Bulletin No. 85.)

Patriotic education in schools.—Arrangements should be made with Boards of Education to have patriotic exercises and brief studies of war news made a part of regular school work in every school.

Public health.—The maintenance of public health is a measure of national defense, especially at a time when national efficiency demands that people be in better health and when at the same time curative facilities are depleted by the needs of the Military Establishment. The maintenance of public health is a matter for which Community Councils are particularly fitted. A public-health committee should be appointed in each Community Council. It should consist

of representatives of all health and welfare organizations in the community, together with citizen representatives. This committee should constitute itself a clearing house for all and should work out arrangements to insure the maximum use of existing facilities and the establishment of such new facilities (as clinics) as are urgently necessary in war time. At the same time the Community Council health committee should map out a local health program and should call a series of mass meetings to develop this program. Whenever the State Council develops a State public-health program, such local programs should be fitted into the State plan.

Child Welfare.—Each successive drive of the Children's Year program should be heartily supported by the State Councils. (See General Letter No. 109, and Bulletin No. 85.)

MEN IN SERVICE.

Legal Advice to Men Entering and in the Military Service.—State Councils of Defense should create State Legal Committees. The duties of the State Legal Committee are to organize local Legal Committees, to prepare a booklet of State and Federal laws and legal rules for the guidance of local Legal Committees, and to draft proposed war emergency legislation on behalf of the State Council for the State Legislature.

Local Legal Committees should be composed preferably of lawyers chosen from the membership of permanent Legal Advisory Boards. They should see all men in Class 1 of the draft to impress upon them the necessity of preparing their affairs for their absence and to assist them in making the necessary preparations. The Local Legal Committees should also volunteer their assistance to the American Red Cross Home Service Sections. (See Bulletin No. 84, General Letters Nos. 49, 55, 65, 67, and 123.)

War-Risk Insurance.—Through the Boards and through Legal Committees, the State Councils should thoroughly inform men about to enter military service in regard to the provisions and opportunities of the Federal War-Risk Insurance Law. (See Bulletin No. 116.) Claims for allotments and payments, however, should be referred to the appropriate Home Service Section of the American Red Cross. (See General Letters Nos. 67, 121, and 127.)

Predraft Training.—State Councils have been asked to cooperate with the Draft Boards in organizing Boards of Instruction to work under the Draft Board, to see personally each Selective in order to make sure that he proceeds to camp willing, loyal, intelligent, clean, and sober, and to provide such meetings, classes, drills, and farewells as will assist in this general task.

Where Boards of Instruction have not been appointed by Local Draft Boards, State Councils, working through their County Councils, should explain to Draft Boards the necessity for such action and should make every effort to bring Selectives together in meetings, at which they will be given instruction as to military opportunities, life in camp, personal hygiene, and the need of legal preparation. Where Boards of Instruction are appointed, State and County Councils should assist Local Draft Boards in furnishing Boards of Instruction necessary information and assistance in their work. State Councils should put their entire machinery at the service of the Boards of Instruction and should make sure that appropriate action is taken through the Board of Instruction or otherwise, to create in the Selectives a sound morale. (See Bulletin No. 89, and General Letters Nos. 76, 100, and Bulletin No. 102, which contains Gen. Crowder's recommendations concerning Boards of Instruction.)

Commission on Training Camp Activities.—State Councils of Defense should cooperate with the Commission on Training Camp Activities in providing for the health, recreation, and welfare of the men in training camps. Suggestions for such State Council cooperation include the supplying of patriotic speakers for recreation meetings, the tying up of local councils of defense with the War Camp Community Service in their camp localities, and their assistance in raising

funds for the work, assistance in maintaining health and moral conditions about the camps, correlation of voluntary societies working for the men in the camps, the supervision of the solicitation of funds by such voluntary agencies, and the provision of comforts and recreation facilities. (See Bulletin No. 81, and General Letters Nos. 73, 74, 96, 114, and 148.)

Community Recognition of Distinguished Service.—State Councils should recommend to County Councils that they and their Community Councils recognize distinguished service in establishing Honor Rolls, and by sending official letters of appreciation to men in the service who have been cited for heroism or distinguished service. The next of kin of the men whose names appear on the list of those who have given their lives for their country should also receive appropriate letters from the Local Council of Defense. (See Bulletins Nos. 81 and 106.)

Relief.—The relief which is necessary as a result of war conditions is concerned largely with the dependents of soldiers and sailors. While this work is under the jurisdiction of the American Red Cross, the State Councils should cooperate wherever possible.

Loyalty and Sedition.—Secretary Baker in writing to the President said: "The State Councils are now in a special sense the guardians of civilian morale in each State." The State Councils are urged constantly and strenuously to combat sedition and apathy by the one means of arousing loyalty. Among the most effective methods are—

1. Drawing into some form of appropriate war work those members of the Community who through misunderstanding or kinship with our enemies are especially prone to disloyal tendencies or unpatriotic discontent.

2. Personal contact and explanation (this is a delicate task, unskillful personal contact tends to foment sedition).

3. Utilizing the existing publicity machinery of the State Councils to reach persons with disloyal tendencies.

It is of first importance that State Councils should take a positive stand against the lawless treatment of persons suspected of disloyalty by local councils or by other agencies. To the Department of Justice is delegated the actual suppression of sedition by the arrest and prosecution of the offenders. (See General Letters Nos. 113 and 138.) The State Councils can be of assistance by reporting to that Department all seditious acts and utterances that come to its attention. (See Bulletin No. 99.)

Deserters and Delinquents.—The State Councils have been asked by the Adjutant General to supplement the work of the Department of Justice in the detection of deserters and draft delinquents. (See General Letter No. 109.)

Location of alien property.—The Alien Property Custodian has asked Councils of Defense to locate for them enemy owned property within the several States, reporting evidence, even though unverified, to the Council of National Defense for transmittal. (See Bulletin No. 96, and General Letter No. 120.)

WAR FINANCE.

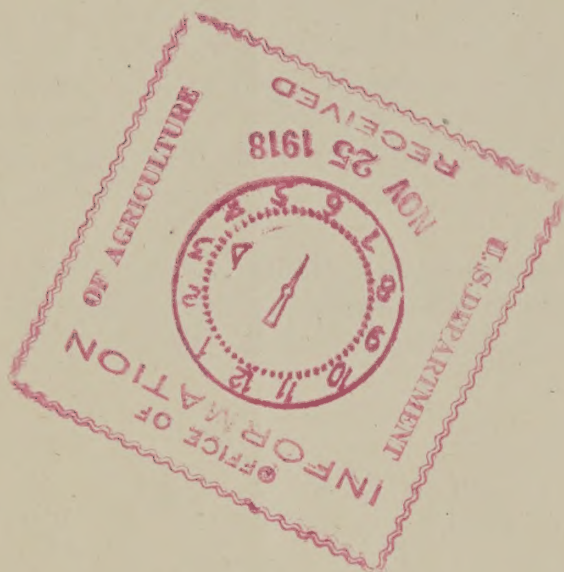
Liberty Loans.—As the preparations for each Liberty Loan are developed, State Councils are expected to proffer their services to those in charge for their State, working out special methods of cooperation and active assistance as decided upon by representatives of the Liberty Loan organizations and the State Councils in conference. Particularly valuable work may be done by County and by Community Councils of Defense in reaching the people directly. (See Bulletins Nos. 50 and 62.)

Sale or Exchange of Liberty Bonds.—State Councils should warn the public against exchanging Liberty Bonds for merchandise, calling attention to the fact that it is disapproved by the Treasury Department. Local Councils should investigate and report all offers to accept Liberty Bonds for merchandise and also for other bonds and corporate stocks. The sale of Liberty Bonds, except in case of special necessity, should be discouraged. (See General Letter No. 107.)

War Savings Stamps.—The continuous sale of War Savings Stamps will be important as long as the war lasts. The War Savings Committee is establishing War Savings Societies in small communities for the purposes of thrift and economy and the investment in War Savings Stamps. The growth of these societies should be promoted by County Councils of Defense and the societies as far as possible should be constituted auxiliaries of the Community Councils of Defense working through and with them. State Councils can also assist such continuous sales of stamps by devising ingenious publicity methods for keeping the matter always before the people of the State. In all this work it must be remembered that the main purpose is not to make immediate sales, but to inculcate the habit of personal thrift. (See General Letters Nos. 92 and 149-A.)

Copies of the bulletins, information circulars, general letters, and other material referred to in this outline, and full details as to any of the work outlined, may be had upon application to the Field Division of the Council of National Defense, Washington, D. C.

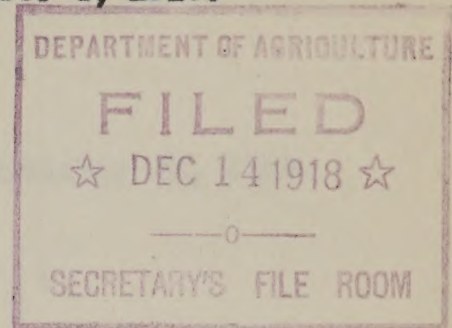
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy

December 4, 1918.



CIRCULAR NO. 10.

In response to an inquiry from the Department, the following letter has been received from the Provost Marshall General:

Receipt is acknowledged of your letter of November 22, 1918, asking whether it would be necessary for certifying officers of the Department of Agriculture to notify Local Boards when the conditions, entitling registrants employed by the Department of Agriculture to deferred classification, cease to exist.

You are advised, in reply that it will not be necessary for the Department of Agriculture to notify Local Boards of any change in the status of registrants, in the employment of the Department of Agriculture, affecting their classification.

A handwritten signature in dark ink, appearing to be "R. H. H.", written in a cursive style.

Assistant to the Secretary.

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You are advised, in reply that it will not be necessary for the Department of Agriculture to notify local boards of any change in the status of registrants, in the event of the Department of Agriculture, affecting their classification.

Respectfully,
Assistant to the Secretary.

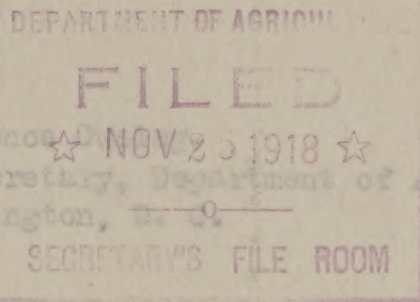
DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY GENERAL

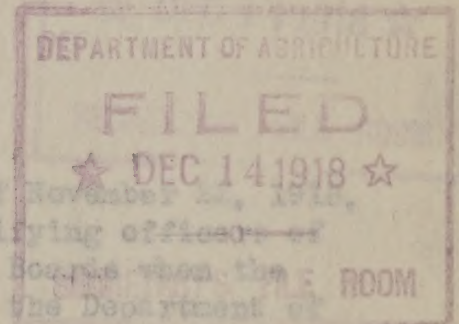
WASHINGTON

November 30, 1918.

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November 22, 1918.



General E. H. Crowder,
Provost Marshall General,
War Department,
Washington, D. C.

Dear General Crowder:

The affidavits of necessity filed in the cases of certain employees of this Department who were given deferred classification III-I under the Selective Service Law, contains the following statement: age in the status of registrants, in the employment of the Department of Agriculture, affecting their classification.

"I do hereby bind myself, so long as I hold my present office, at once to notify the said Local Board if said registrant is transferred to a position in which he is not necessary to the effective and adequate operation or administration of such (department, etc.), or if he ceases to be employed as (position), or whenever said conditions entitling said registrant to deferred classification cease to exist, and I will also request my successor in office to give such a notice.

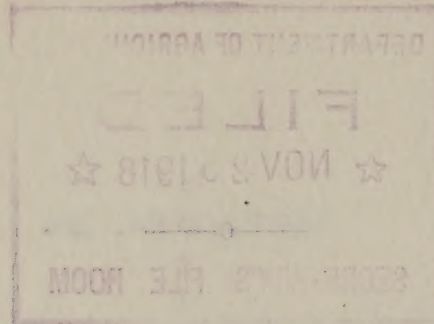
It has been learned informally from your office that the classification of all registrants has ceased, and that the records of Local Boards will be closed about December 9. If such is the fact, will you kindly advise the Department whether it will be necessary for certifying officers to notify the Local Boards when the conditions entitling registrants to deferred classification cease to exist.

Very truly yours,

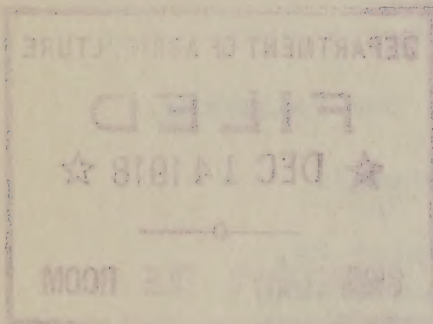
Secretary's File Room
(Signed)

Belmont Crosby
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



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It has been learned informally from your office that the classification of all registrants has ceased, and that the records of Local Boards will be closed about December 8. If such is the fact, will you kindly advise the Department whether it will be necessary for certifying officers to notify the Local Boards when the conditions entitling registrants to deferred classification cease to exist.

Very truly yours,

Secretary's File Room

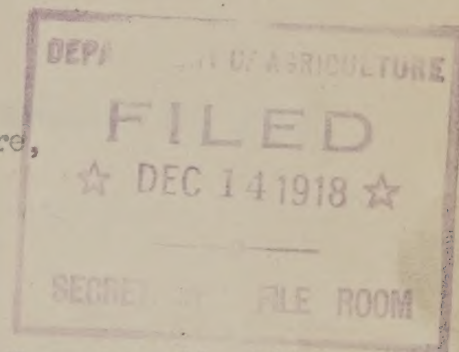
(Signed)

John D. ...
Acting Secretary.

WAR DEPARTMENT
OFFICE OF THE PROVOST MARSHAL GENERAL
WASHINGTON

November 30, 1918.

Honorable Clarence Ousley,
Acting Secretary, Department of Agriculture,
Washington, D. C.



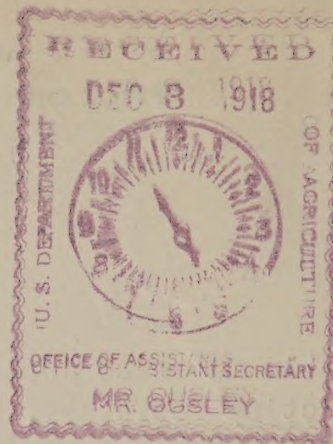
Dear Sir:

Receipt is acknowledged of your letter of November 22, 1918, asking whether it would be necessary for certifying officers of the Department of Agriculture to notify Local Boards when the conditions, entitling registrants employed by the Department of Agriculture to deferred classification, cease to exist.

You are advised, in reply that it will not be necessary for the Department of Agriculture to notify Local Boards of any change in the status of registrants, in the employment of the Department of Agriculture, affecting their classification. /

W. C. Cramer
Provost Marshal General.

JRC-cmp



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

H

DEPARTMENT OF AGRICULTURE

FILED

☆ NOV 25 1918 ☆

SECRETARY'S FILE ROOM

November 22, 1918.

General E. H. Crowder,
Provost Marshall General,
War Department,
Washington, D. C.

Dear General Crowder:

The affidavits of necessity filed in the cases of certain employees of this Department who were given deferred classification III-I under the Selective Service Law, contains the following statement:

"I do hereby bind myself, so long as I hold my present office, at once to notify the said Local Board if said registrant is transferred to a position in which he is not necessary to the effective and adequate operation or administration of such (department, etc.), or if he ceases to be employed as (position), or whenever said conditions entitling said registrant to deferred classification cease to exist, and I will also request my successor in office to give such a notice.

It has been learned informally from your office that the classification of all registrants has ceased, and that the records of Local Boards will be closed about December 9. If such is the fact, will you kindly advise the Department whether it will be necessary for certifying officers to notify the Local Boards when the conditions entitling registrants to deferred classification cease to exist.

Very truly yours,

Secretary's File Room
(Signed)

William D. Owsby
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

H

DEPARTMENT OF AGRICULTURE

FILED
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U. S. FILE ROOM

November 22, 1918.

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U. S. FILE ROOM

General E. H. Crowder,
Provost Marshal General,
War Department,
Washington, D. C.

Dear General Crowder:

The affidavits of necessity filed in the cases of certain employees of this Department who were given deferred classification III-I under the Selective Service law, contains the following statement:

"I do hereby bind myself, so long as I hold my present office, at once to notify the said Local Board if said registrant is transferred to a position in which he is not necessary to the effective and adequate operation or administration of such (department, etc.), or if he ceases to be employed as (position), or whenever said conditions entitling said registrant to deferred classification cease to exist, and I will also request my successor in office to give such a notice.

It has been learned informally from your office that the classification of all registrants has ceased, and that the records of Local Boards will be closed about December 9. If such is the fact, will you kindly advise the Department whether it will be necessary for certifying officers to notify the Local Boards when the conditions entitling registrants to deferred classification cease to exist.

Very truly yours,

Secretary's File Room
(2) (Spec)

Acting Secretary.

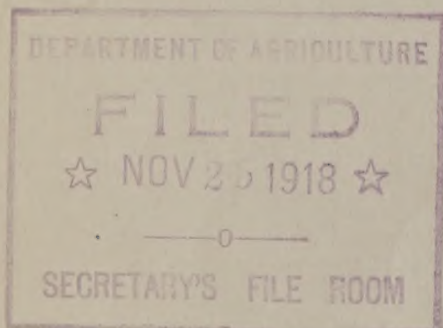
OFFICE OF
THE SECRETARY OF AGRICULTURE

Nov. 22.

Dear Mr. O'Leary:

Will you not be good enough to take this matter up with the Provost Marshal General's office and ascertain what action we ought to take with reference to notifying the Local Boards. Of course, if the Boards cease to function it will be impossible for the chiefs of bureaus to comply with the provision in the affidavits filed by them.

F. R. H.



MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

HG-NG

C-9.027.7

November 21, 1918.

MEMORANDUM FOR MR. HARRISON

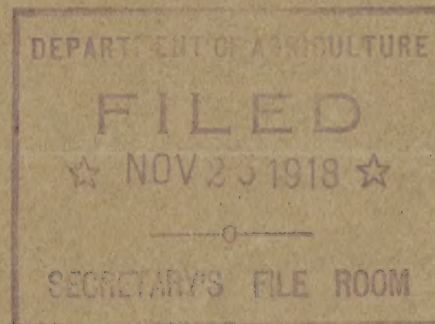
Dear Mr. Harrison:

Referring to your memorandum of January 3, 1918, with regard to notifying local boards as to the resignation or change in status of employees for whom deferred classification was requested, please inform the Bureau whether it can not now discontinue sending such notices to local boards, in view of the suspension of all draft calls.

Very truly yours,



Chief of Bureau.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 5, 1918.

CIRCULAR No. 11.

Acquisition and Disposition of Office Materials, Supplies, and Equipment.

The following Executive Order of December 3, 1918, should be brought to the immediate attention of all officers of your bureau in the District of Columbia who are concerned in the acquisition and disposition of office materials, supplies, and equipment:

WHEREAS, the present emergency has created a condition whereby large quantities of office material, supplies, and equipment now in the hands of the executive departments and other establishments of the Government in the District of Columbia will fall into disuse because of the cessation of war activities, or for other reasons, it hereby is ordered that all such office materials, supplies, and equipment not required for use by the executive departments and independent establishments be transferred hereafter to the Secretary of the Treasury, to be handled through the General Supply Committee for the benefit of the municipal government and the governmental service in the District of Columbia in the following manner:

1. The several executive departments and independent establishments and the municipal government in the District of Columbia shall not purchase any of the classes of material described herein unless the Secretary of the Treasury has certified that there is not in the possession of the Government material, equipment, or supplies that are serviceable.
2. No executive department, independent establishment, or the municipal government of the District of Columbia shall be permitted to obtain any of the classes of material, supplies, and equipment described herein from the Secretary of the Treasury unless such services have an appropriation available for the procurement thereof.
3. All material obtained from the Secretary of the Treasury shall be paid for by transfer of appropriation from the purchasing service to the selling service and the proceeds covered into the Treasury in accordance with existing law.
4. All material, supplies, and equipment purchased hereunder by one service from another, if the same has not been used, shall be sold at actual cost, and if the same has been used, at a cost based upon length of usage, but in no instance to be less than seventy-five per centum of cost.
5. Material of the classes herein described which is condemned as unfit for use may be disposed of otherwise than to governmental services by the Secretary of the Treasury. And usable material remaining unsold to other services of the government shall be held by him for disposition by law.
6. The Secretary of the Treasury shall keep a record of all material received and disposed of by him hereunder and the price at which disposed of, and shall prescribe the regulations necessary to carry this order into effect.
7. This order shall supersede the Executive Order of November 29, 1918, dealing with the same subject-matter.

Detailed procedure to be followed will be promulgated as soon as the regulations provided for in paragraph 6 are received.

F. R. HARRISON,
Assistant to the Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy
File

McG.

December 9, 1918.

Copy sent Appointment Clerk

DEPARTMENT OF AGRICULTURE
CIRCULAR NO. 12.

Certification of eligibles from reemployment
register in accordance with Executive Order of
November 29.

SECRETARY'S FILE ROOM

Attention is invited to the following letter from the Civil Service Commission and the accompanying Executive Order of November 29, permitting the restoration to the register of the names of persons with satisfactory records who have been separated from the service because of a reduction in the force:

"There is inclosed copy of an Executive Order issued by the President on November 29, 1918, permitting restoration to the registers of the names of persons dropped from the service with satisfactory records.

"Only those who are recommended for reemployment by the Government because of demonstrated efficiency in the office from which separated are eligible. It has been urged upon the Departments that the giving of recommendations be not regarded as a perfunctory matter, that the least efficient may be eliminated.

"Attention is called particularly to the last paragraph with reference to the use of these registers which are separate and distinct from the regular registers of the Commission and are to be used by the Departments so far as practicable, having in view the efficient performance of Government work."

EXECUTIVE ORDER.

"The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

December 9, 1918.

MoG.

Copy sent Appointment Clerk

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Division of Agriculture
Circular No. 186
November 29, 1918

Attention is invited to the following letter from the Civil

Service Commission and the accompanying Executive Order of November

29, permitting the restoration to the register of the names of per-

sons with satisfactory records who have been separated from the ser-

vices because of a reduction in the force:

"There is enclosed copy of an Executive Order
issued by the President on November 29, 1918, permit-
ting restoration to the registers of the names of
persons dropped from the service with satisfactory
records.

"Only those who are recommended for reemploy-
ment by the Government because of demonstrated effi-
ciency in the office from which separated are eligible.
It has been urged upon the Department that the giving
of recommendations be not regarded as a permanent
matter, that the least efficient may be eliminated.
Attention is called particularly to the last
paragraph with reference to the use of these registers
which are separate and distinct from the regular regis-
ters of the Commission and are to be used by the Depart-
ment so far as practicable, having in view the effi-
cient performance of Government work."

EXECUTIVE ORDER

"The names of persons in the competitive classifi-
fied service with unrestricted status who were appoint-
ed, either permanently or provisionally prior to the
date hereof, and who have served less than three years,
and who are separated from the service because of a re-
duction of force, and who are recommended for further
employment by the Government because of demonstrated

efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

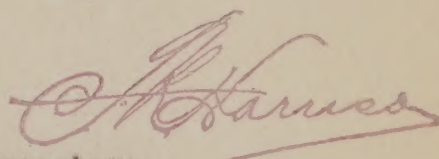
"Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

"The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

"It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work."

In making requests for certification to the Appointment Clerk, bureaus, divisions and offices should specify whether they desire certification from a reemployment register or from a regular register. It is the Secretary's desire that, so far as possible, the reemployment register be used because the persons on this register have had previous training and experience in the various branches of the Government.

Secretary's File Room
(Signed)


Assistant to the Secretary.

Letter from the Civil Service Commission, with copy of Executive Order, sent to the Appointment Clerk for filing 12/24/18.

J. H.

efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibly thereon to continue for one year from date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibly thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the separated service shall be made without regard to the appointment.

The Department in making reappointment on the Commission for certifications of eligibles shall state whether or not prior certification is to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Department in making reappointments request certification from the reemployment registers as far as practicable, having in view the efficient performance of Government work.

In making requests for certification to the Appointment Clerk,

bureaus, divisions and offices should specify whether they desire certification from a reemployment register or from a regular register.

It is the Secretary's desire that, so far as possible, the reemployment register be used because the persons on this register have had

previous training and experience in the various branches of the Government.
(Signed)



Assistant to the Secretary

Letter from the Civil Service Commission, with copy of Executive Order, sent to the Appointment Clerk for filing 12/24/18.
J. H.

EXECUTIVE ORDER.

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

WOODROW WILSON.

The White House,
November 29, 1918.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

December 7, 1918.

MEMORANDUM.

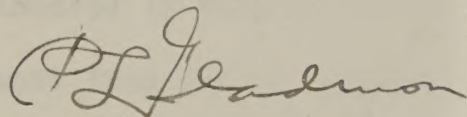
For Mr. Harrison.

Dear Mr. Harrison:

What do you think of the idea of issuing a numbered circular on this subject calling the attention of the various bureaus to the Executive Order of November 27, 1918, permitting restoration to the registers of the names of persons who have been separated from the service, because of necessary reduction of force? I have drafted a copy of a circular for your approval in case one is deemed necessary.

It seems to me to be a good policy to utilize the employees who will be dropped from the other departments instead of bringing any more from out of town thereby relieving the housing situation.

Very truly yours,



Appointment Clerk.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

December 7, 1915.

MEMORANDUM

For Mr. Harrison.

Dear Mr. Harrison:

What do you think of the idea of issuing a numbered circular on this subject calling the attention of the various bureaus to the Executive Order of November 27, 1915, pertaining restoration to the registers of the names of persons who have been separated from the service, because of necessary reduction of force? I have drafted a copy of a circular for your approval in case one is deemed necessary.

It seems to me to be a good policy to outline the employees who will be dropped from the other departments instead of bringing any more from out of town thereby relieving the housing situation.

Very truly yours,

Appointment Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 7, 1918.

CIRCULAR NO.

Requesting certification of eligibles from the re-employment register in accordance with Executive Order of November 29, 1918.

Attention is invited to the attached copy of an Executive Order permitting restoration to the registers of the names of persons with satisfactory records, who have been separated because of reduction of force.

In making requests for certification to the Appointment Clerk, bureaus will specify whether they desire certification from a reemployment register or from a regular register.

So far as practicable, it is desired that the reemployment register be used, as it is believed advisable to utilize the services of former government employees with previous training and experience, who are located in Washington, rather than bringing inexperienced assistants from out of the city.

Very truly yours,

Private Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 7, 1918.

CIRCULAR NO.

Regarding certification of employees from the re-
employment register in accordance with Executive
Order of November 23, 1918.

Attention is invited to the attached copy of an Executive

Order permitting restoration to the registers of the names of
persons with satisfactory records, who have been separated because
of reduction of force.

In making requests for certification to the Department
Clerk, Bureau will specify whether they desire certification from
a temporary register or from a regular register.

So far as practicable, it is desired that the employees
register be used, as it is believed advisable to utilize the ser-
vices of former Government employees with previous training and
experience, who are located in Washington, rather than bringing
inexperienced assistants from out of the city.
Very truly yours,

Private Secretary

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

November 30, 1918

FILE
P. L. GLADMON

The Honorable

The Secretary of Agriculture.

Sir:

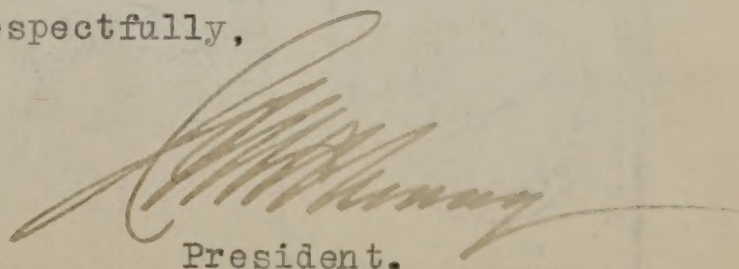
There is inclosed copy of an Executive Order issued by the President on November 29, 1918, permitting restoration to the registers of the names of persons dropped from the service with satisfactory records.

Only those who are recommended for reemployment by the Government because of demonstrated efficiency in the office from which separated are eligible. It has been urged upon the Departments that the giving of recommendations be not regarded as a perfunctory matter, that the least efficient may be eliminated.

Attention is called particularly to the last paragraph with reference to the use of these registers which are separate and distinct from the regular registers of the Commission and are to be used by the Departments so far as practicable, having in view the efficient performance of Government work.

By direction of the Commission:

Very respectfully,



President.

Inc.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

November 25, 1918

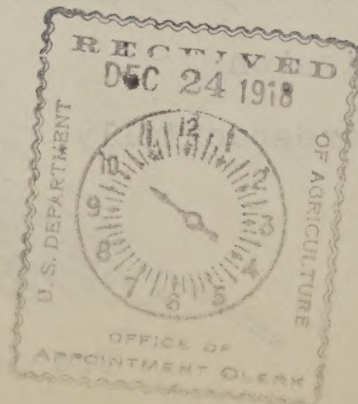
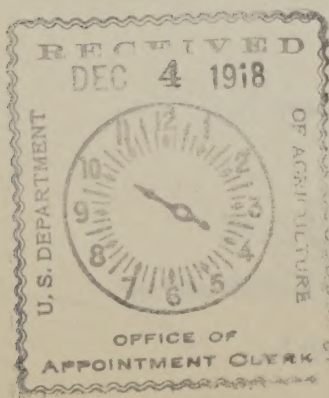
The Honorable

The Secretary of Agriculture

There is enclosed copy of an order issued by the Civil Service Commission on November 22, 1918, regarding the removal of the named persons from the service with certain other persons.

Only those who are recommended for removal by the Commission become of recommended efficiency in the office from which separated are being removed. It has been noted that the giving of reasons for removal is not required as a condition of removal. The Civil Service Commission is not required to give reasons for removal.

Attention is called particularly to the fact that with reference to the removal of persons from the service and the removal of persons from the service, the Civil Service Commission is not required to give reasons for removal.



EXECUTIVE ORDER.

The names of persons in the competitive classified service with unrestricted status who were appointed, either permanently or probationally prior to the date hereof, and who have served less than three years, and who are separated from the service because of a reduction of force, and who are recommended for further employment by the Government because of demonstrated efficiency in the office from which they are separated, will, upon request, be entered by the Civil Service Commission upon appropriate eligible registers for reappointment, eligibility thereon to continue for one year from date of separation.

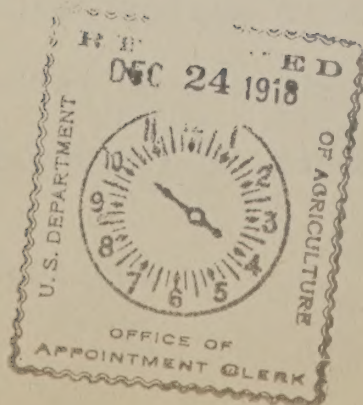
Such reemployment registers will be separate and apart from the registers of the Commission resulting from current examinations, and eligibility thereon, and certifications and appointments therefrom, shall in all respects conform to the usual practice and procedure, except that certifications of persons formerly in the apportioned service shall be made without regard to the apportionment.

The Departments in making requisition on the Commission for certifications of eligibles shall state whether they prefer certification to be made from a reemployment register or from a regular register of the Commission.

It is desirable that the Departments in making requisitions request certification from the reemployment registers so far as practicable, having in view the efficient performance of Government work.

WOODROW WILSON.

The White House,
November 29, 1918.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
P. L. GLADMON

December 16, 1918.

CIRCULAR NO. 13.

In connection with the question of the release from the military service of employees of this Department whose services are urgently needed by the Department, I quote below an extract from a letter just received from the Secretary of War

"Men in camps, not students at any of the various schools, may make application for discharge through their immediate commanding officers, and commanders of such camps are authorized to grant discharges in cases where the applicant is needed in an industry or occupation where there is urgent need of his services, provided such discharge will not disrupt or cripple an existing organization and the soldier's services can be spared."

Attention also is called to Circular No. 77 of the War Department entitled "Discharge of Enlisted Men for Relief of Family or Urgent Need in Industrial Work". The Circular is dated November 21, and reads as follows:

"1. Department commanders within the United States, commanders of ports of embarkation, and commanders of camps not under the jurisdiction of the department commanders or of chiefs of bureaus of the War Department, are authorized to discharge enlisted men upon their own application when there is sickness or other distress in the soldier's family, or when he is needed to resume employment in an industry or occupation in which there is urgent need of his services, provided that such discharge will not disrupt or cripple an existing organization, and that the soldier's services can be spared. Consideration will be given to the fact that the machinery of camps must be utilized in the demobilization of the Army and due regard must be taken that it is not retarded by the discharge of personnel connected therewith.

"2. The instructions contained therein apply only to individual and exceptional cases and are not intended to release men in large groups or blocks for any general employment or occupation.

"3. Application for discharge under the provisions of this circular will be made in each individual case by the soldier concerned and through his immediate commanding officer. No man who voluntarily enlisted prior to April 1, 1917, will be discharged under this authority.

"4. Men discharged under these instructions will be included in such weekly reports of men discharged as are required by the War Department.

"5. Cases of the character indicated arising in places not covered by this authority will be forwarded to The Adjutant General of the Army for final action."

By order of the Secretary of War:

PEYTON C. MARCH

General, Chief of Staff.

Official:

P. C. Harris,
The Adjutant General.

The Secretary recently, upon the recommendation of the chiefs of bureaus, requested the War Department to release a number of employees now in military service in order that they might resume their duties in the Department. In a latter from the Secretary of War, the suggestion is made that the Department should proceed in the manner indicated in Paragraph 3. Bureaus are authorized, therefore, to communicate with their employees, now located in camps in this country, whose services are urgently needed, with a view to have them initiate the necessary action to secure their discharge. The employees, of course, can present the letters from their bureau chiefs to show that the Department desires to have them released.

1. The instructions contained herein apply to
individuals and organizations who are not subject to
control and in the event of a breach of the
instructions or regulations.

2. The instructions for licensed other provisions
of the instruction will be made in order to ensure
the safety of the public and the health of the
community. The instructions will be made in order to
ensure the safety of the public and the health of the
community.

3. The instructions for other provisions will
be made in order to ensure the safety of the public
and the health of the community.

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be made in order to ensure the safety of the public
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19. The instructions for other provisions will
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20. The instructions for other provisions will
be made in order to ensure the safety of the public
and the health of the community.

21. The instructions for other provisions will
be made in order to ensure the safety of the public
and the health of the community.

In handling the matter, the Secretary would like to have the chief of each bureau give each case personal consideration and reduce to a minimum the number of requests for discharge of employees in the military service.

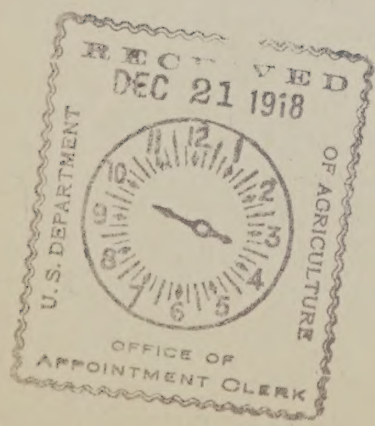
A. Harnes

Assistant to the Secretary



IN REPLY TO LETTER OF THE DIRECTOR, U.S. DEPARTMENT OF AGRICULTURE, DATED OCTOBER 10, 1918.
THE LIST OF PERSONS WHOSE NAMES ARE ON THE PERSONAL QUALIFICATION
LIST IS A LIST OF PERSONS WHOSE NAMES ARE ON THE PERSONAL QUALIFICATION
LIST IN THE OFFICE OF THE DIRECTOR.

John



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 21, 1918.

CIRCULAR NO. 14

Application of \$120 increase to returning
military employees.

FILE
P. L. GLADMON

Many inquiries have been received by the Secretary's Office as to whether employees who entered the military or naval service or who engaged in work abroad under the act of September 24, 1917, are entitled to the \$120 increase. Certain questions therefore were submitted to the solicitor for advice. These questions, together with the Solicitor's opinion, are quoted below for the guidance of officers of the Department in considering such cases as they arise:

1. Is an employee who left the service of the Department subsequent to June 30, 1917, to engage in work abroad under the provisions of Section 12-f of the Act of September 24, 1917, automatically entitled to the \$120 increase upon reinstatement in the Department?

I am of the opinion that such an employee is automatically entitled to the \$120 increase upon reinstatement in this Department if his employment has been continuous and he has not received during the fiscal year 1918 or does not receive during the fiscal year 1919 an increase of salary at a rate in excess of \$200 per annum.

2. Is an employee, who resigned prior to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee of this class would not be automatically entitled to the \$120 increase upon restoration to the Department rolls, inasmuch as he was not on the rolls on June 30, 1917, as a civilian employee.

3. Is an employee, who was furloughed prior to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee furloughed prior to June 30, 1917, to enter the military service, occupied the status of

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 31, 1917

Circular No. 14

Application of \$150 Increase to Retiring
Military Employees.

Many inquiries have been received by the Department's
Office as to whether employees who entered the military or naval
service or who engaged in work abroad under the act of September
24, 1917, are entitled to the \$150 increase. Certain questions are
hereby answered in the following manner: The act of September 24,
1917, together with the Secretary's opinion, are quoted below for
the guidance of officials of the Department in considering such cases.

As they arise:

1. Is an employee who left the service of the Department
on September 24, 1917, to engage in work abroad under the pro-
visions of Section 12-2 of the act of September 24, 1917, automati-
cally entitled to the \$150 increase upon reemployment in the Depart-
ment?

I am of the opinion that such an employee is automatically
entitled to the \$150 increase upon reemployment in this Department.
If his employment has been continuous and he has not received during
the fiscal year 1918 or does not receive during the fiscal year 1919
an increase of salary at a rate in excess of \$200 per annum.

2. Is an employee, who resigned prior to June 30, 1917, to
enter the Military Service, automatically entitled to the \$150 increase
upon restoration to the Department's rolls?

I am of the opinion that an employee of this class
not so automatically entitled to the \$150 increase as he was not an
employee of the Department prior to June 30, 1917, as a civilian employee.

3. Is an employee, who was discharged prior
to enter the Military Service, automatically entitled
to the \$150 increase upon restoration to the Department's rolls?

I am of the opinion that an employee of this class
is not so automatically entitled to the \$150 increase as he was not an
employee of the Department prior to June 30, 1917, as a civilian employee.



a civilian employee on the Department roll on June 30, 1917, and is, therefore, entitled to the benefits conferred by section 6 supra, in the same manner as other civilian employees.

4. Is an employee, who resigned subsequent to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

The Comptroller of the Treasury has held in such a case (24 Comp. Dec. 690) "where a civilian employee of the Government was appointed an officer in the Reserve Corps and ordered to active duty, his subsequent discharge therefrom does not operate automatically to restore the civilian position held by him when changed to active military duty; that such restoration, to be effective, must be consummated by the proper authorities." I am, therefore, of the opinion that an employee in this class is not automatically entitled to the \$120 increase upon restoration to the Department rolls.

5. Is an employee, who was furloughed subsequent to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

This office has held in a similar case that the returning employee was automatically entitled to the \$120 increase.

Assistant to the Secretary.

a civilian employee on the Department roll on June 10, 1917, and is, therefore, entitled to the benefits conferred by section 5, supra, in the same manner as other civilian employees.

4. Is an employee, who remained in Department to June 10, 1917, to enter the Military Service, automatically entitled to the 150 increase upon restoration to the Department roll.

The Comptroller of the Treasury has held in such a case (15 Op. Dec. 300) "where a civilian employee of the Government was appointed an officer in the Reserve Force and ordered to active duty, his subsequent discharge therefrom does not operate automatically to restore him to civilian status but he must be changed to active military duty; that such restoration, to be effective, must be authorized by the proper authorities." In the instant case, the opinion that an employee in this class is not automatically entitled to the 150 increase upon restoration to the Department roll.

5. Is an employee, who was transferred subsequent to June 10, 1917, to enter the Military Service, automatically entitled to the 150 increase upon restoration to the Department roll?

This office has held in a similar case that the returning employee was automatically entitled to the 150 increase.

[Handwritten signature]
Assistant to the Secretary



In other words,
if the employee
resigned prior or
subsequent to June 30, 1917
he is not automatically
entitled to the \$120
increase.

If he was furloughed
he is entitled to the
\$120 increase.

g
The I've might
get out of
to get out of
the. *[Signature]*

The following is a list of the
names of the persons who
have been appointed to the
positions of the various
departments of the
Bureau of Plant Industry
and the Bureau of Animal
Industry, and the names of
the persons who have been
appointed to the positions of
the various departments of the
Bureau of Plant Industry
and the Bureau of Animal
Industry.

The following is a list of the
names of the persons who
have been appointed to the
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Bureau of Plant Industry
and the Bureau of Animal
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the persons who have been
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the various departments of the
Bureau of Plant Industry
and the Bureau of Animal
Industry.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

DEC 18 1918

THE SECRETARY:

Reference is made to the memorandum of Mr. O'Leary of December 5, 1918, requesting to be advised whether any ruling has been made, either by the Comptroller of the Treasury or this office, as to the right of employees of the Department who have been engaged in the prosecution of the war in the Army and Navy and who are now returning to the Department to receive the \$120 increase. Mr. O'Leary submits six questions which will be set out and answered respectively.

It must, of course, be borne in mind that the law in every case is dependent upon the specific facts of that case, and answers given to the questions submitted govern only where facts of a similar nature obtain.

Mr. O'Leary's questions are as follows:

I.

Whether an employee, who left the service of the Department prior to June 30, 1917, to engage in work abroad under the provisions of Section 12-f of the Act of September 24, 1917, is automatically entitled to the \$120 increase upon reinstatement in this Department?

Section 6 of the Act making appropriations for the Legislative, Executive and Judicial Departments, approved June 30, 1918 (Public No. 188 - 65th Congress, page 64) is as follows:

Sec. 6. That all civilian employees of the Governments of the United States and the District of Columbia who receive a total of compensation at the rate of \$2,500 per annum or less, except as otherwise provided in this section, shall receive, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, additional compensation at the rate of \$120 per annum: PROVIDED, That such employees as receive a total of annual compensation at a rate more than \$2,500 and less than \$2,620 shall receive additional compensation at

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

TO THE SECRETARY OF AGRICULTURE
FROM THE SECRETARY OF AGRICULTURE
SUBJECT: [Illegible]

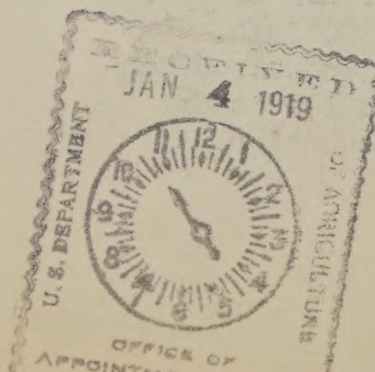
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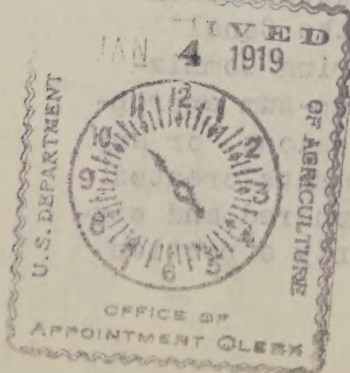


such a rate per annum as may be necessary to make their salaries, plus their additional compensation, at the rate of \$2,620 per annum, and no employee shall receive additional compensation under this section at a rate which is more than thirty per centum of the rate of the total annual compensation received by such employee: PROVIDED FURTHER, That the increased compensation at the rates of five and ten per centum for the fiscal year ending June thirtieth, nineteen hundred and eighteen, shall not be computed as salary in construing this section: PROVIDED FURTHER, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee whether previously in the service or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has received an increase in salary or not, such employee shall be granted the increased compensation provided herein only when and upon the certification of the person in the legislative branch or the head of the department or establishment employing such persons of the ability and qualifications personal to such employees as would justify such increased compensation; PROVIDED FURTHER, That the increased compensation provided in this section to employees whose pay is adjusted from time to time through wage boards or similar authority shall be taken into consideration by such wage boards or similar authority in adjusting the pay of such employees.

The provisions of this section shall not apply to the following: Employees paid from the postal revenues and sums which may be advanced from the Treasury to meet deficiencies in the postal revenues; employees of the Panama Canal on the Canal Zone; employees of the Alaskan Engineering Commission in Alaska; employees paid from lump-sum appropriations in bureaus, divisions, commissions, or any other governmental agencies or employments created by law since January first, nineteen hundred and sixteen; employees whose duties require only a portion

such a rate per annum as may be necessary to make their salaries, plus their additional compensation, at the rate of \$2,820 per annum, and no employee shall receive additional compensation under this section at a rate which is more than thirty per centum of the rate of the total annual compensation received by such employee: PROVIDED, That the increased compensation at the rates of five and ten per centum for the fiscal year ending June thirtieth, nineteen hundred and eighteen, shall not be computed as salary in computing this section: PROVIDED FURTHER, That where an employee in the service on June thirtieth, nineteen hundred and seventeen, has received during the fiscal year nineteen hundred and eighteen, or shall receive during the fiscal year nineteen hundred and nineteen an increase of salary at a rate in excess of \$200 per annum, or where an employee has received an increase in salary or not, has entered the service since June thirtieth, nineteen hundred and seventeen, whether such employee has received an increase in salary or not, such employee shall be granted the increased compensation provided herein only when and upon the certification of the person in the legislative branch or the head of the department or established unit employing such person of the salary and qualifications of such person to such employee as would justify such increased compensation: PROVIDED FURTHER, That the increased compensation provided in this section to employees whose pay is adjusted from time to time through wage boards or similar authority shall be taken into consideration by such wage boards or similar authority in adjusting the pay of such employees.

The provisions of this section shall not apply to the following: Employees paid from the postal revenues and sums which may be advanced from the Treasury to meet obligations in the postal revenue; employees of the Panama Canal; employees of the Alaska Highway; employees paid from the Alaska Highway; employees in bureaus, divisions, commissions, or other governmental agencies or employees by law since January first, nineteen hundred and sixteen; employees whose duties require or



of their time; except charwomen, who shall be included; employees whose services are utilized for brief periods at intervals; persons employed by or through corporations, firms, or individuals acting for or on behalf of or as agents of the United States or any department or independent establishment of the Government of the United States in connection with construction work or the operation of plants; employees who receive a part of their pay from any outside sources under cooperative arrangements with the Government of the United States or the District of Columbia; employees who serve voluntarily or receive only a nominal compensation, and employees who may be provided with special allowances because of their service in foreign countries. The provisions of this section shall not apply to employees of the railroads taken over by the United States and nothing contained herein shall be deemed a recognition of the employees of such railroads as employees of the United States.

Section six of the legislative, executive and judicial appropriation Act approved May tenth, nineteen hundred and sixteen, as amended by the naval appropriation Act approved August twenty-ninth, nineteen hundred and sixteen, shall not operate to prevent anyone from receiving the additional compensation provided in this section who otherwise is entitled to receive the same.

Such employees as are engaged on piecework, by the hour, or at per diem rates, if otherwise entitled to receive the additional compensation shall receive the same at the rate to which they are entitled in this section when their fixed rate of pay for the regular working hours and on the basis of three hundred and thirteen days in the said fiscal year would amount to \$2,500 or less; PROVIDED, That this method of computation shall not apply to any per diem employees regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional compensation provided in this section to employees of the Government of the United States is appropriated out of any money in the Treasury not otherwise appropriated.

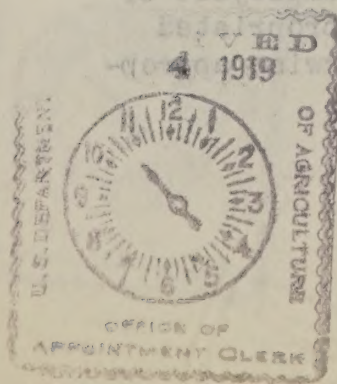


of their time; except charwomen, who shall be in-
cluded; employees whose services are utilized for
brief periods at intervals; persons employed by or
through corporations, firms, or individuals acting
for or on behalf of or as agents of the United States
or any department or independent establishment of the
Government of the United States in connection with
construction work or the operation of plants; employees
who receive a part of their pay from any outside sources
under cooperative arrangements with the Government of
the United States or the District of Columbia; employees
who serve voluntarily or receive only a nominal compensa-
tion, and employees who may be provided with special
allowances because of their service in foreign countries.
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this section when their fixed rate of pay for the
regular working hours and on the basis of three hun-
dred and thirteen days in the said fiscal year would
amount to \$2,500 or less; PROVIDED, That this method
of computation shall not apply to any per diem employees
regularly paid a per diem for every day in the year.

So much as may be necessary to pay the additional
compensation provided in this section to employees of
the Government of the United States is hereby authorized
out of any money in the Treasury not otherwise
related.



Section 12-f (40 Stat. 294) referred to in the above question is incorporated in an Act approved September 24, 1917, which provides for the auditing of military accounts abroad during the war, and is as follows:

(f) "That any person appointed or employed under the provisions of this section who, at the time is in the service of the United States, shall, upon termination of his services hereunder, be restored to the position held by him at the time of such employment. No provision of existing law shall be construed to prevent the payment of money appropriated for the salary of any government officer or employee at the seat of Government who may be detailed to perform duty under this section outside the District of Columbia and such details are hereby authorized."

Inasmuch as the latter law was not passed until September 24, 1917, an employee could not have left this Department prior to June 30, 1917 to engage in work abroad under its provisions, and such employee under that law would not be entitled to restoration to his position in this Department because of it.

II.

Whether an employee, who left the service of the Department subsequent to June 30, 1917 to engage in work abroad under the provisions of Section 12-f of the Act of September 24, 1917, is automatically entitled to the \$120 increase upon reinstatement in this Department?

I am of the opinion that such an employee is automatically entitled to the \$120 increase upon reinstatement in this Department if his employment has been continuous and he has not received during the fiscal year 1918 or does not receive during the fiscal year 1919 an increase of salary at a rate in excess of \$200 per annum.

III.

Whether an employee, who resigned prior to June 30, 1917, to enter the Military Service, is automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee of this class

Section 13-7 (40 Stat. 391) referred to in the above question is incorporated in an act approved September 24, 1917, which provides for the auditing of military accounts abroad during the war, and is as follows:

(1) "That any person appointed or employed under the provisions of this section who, at the time is in the service of the United States, shall, upon termination of his services hereunder, be restored to the position held by him at the time of such employment. No provision of existing law shall be construed to prevent the payment of money appropriated for the salary of any government officer or employee at the seat of government who may be detailed to perform duty under this section outside the District of Columbia and such details are hereby authorized."

Inasmuch as the latter law was not passed until September 24, 1917, an employee could not have left this Department prior to June 30, 1917, to engage in work abroad under its provisions, and such employee upon that law would not be entitled to restoration to his position in this Department because of it.

II.

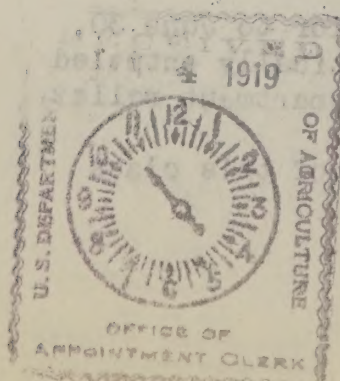
Whether an employee, who left the service of the Department subsequent to June 30, 1917, to engage in work abroad under the provisions of Section 13-7 of the act of September 24, 1917, is automatically entitled to the 150 increase upon reinstatement in this Department?

I am of the opinion that such an employee is automatically entitled to the 150 increase upon reinstatement in this Department if his employment has been continuous and he has not received during the fiscal year 1918 an increase of salary at a rate in excess of \$200 per annum.

III.

Whether an employee, who resigned prior to June 30, 1917, to enter the Military Service, is automatically entitled to the 150 increase upon restoration to the Department?

I am of the opinion that an employee



would not be automatically entitled to the \$120 increase upon restoration to the Department rolls, inasmuch as he was not on the rolls on June 30, 1917 as a civilian employee.

IV.

Whether an employee, who was furloughed prior to June 30, 1917, to enter the Military Service, is automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee furloughed prior to June 30, 1917 to enter the military service occupied the status of a civilian employee on the Department roll on June 30, 1917 and is, therefore, entitled to the benefits conferred by section 6 supra, in the same manner as other civilian employees.

V.

Whether an employee, who resigned subsequent to June 30, 1917, to enter the Military Service is automatically entitled to the \$120 increase upon restoration to the Department rolls?

The Comptroller of the Treasury has held in such a case (24 Comp. Dec. 690), "where a civilian employee of the Government was appointed an officer in the Reserve Corps and ordered to active duty, his subsequent discharge therefrom does not operate automatically to restore the civilian position held by him when changed to active military duty; that such restoration, to be effective, must be consummated by the proper authorities." I am, therefore, of the opinion that an employee in this class is not automatically entitled to the \$120 increase upon restoration to the Department rolls.

VI.

Whether an employee, who was furloughed subsequent to June 30, 1917, to enter the Military Service is automatically entitled to the \$120 increase upon restoration to the Department rolls?

This office has held in a similar case that the returning employee was automatically entitled to the \$120 increase.

Wm. M. Brucian
Solicitor.

would not be automatically entitled to the \$120 increase upon re-
entry to the Department rolls, inasmuch as he was not on the
rolls on June 30, 1917, as a civilian employee.

IV.

Whether an employee, who was transferred prior to June 30,
1917, to enter the Military Service, is automatically entitled to
the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee transferred prior to
June 30, 1917, to enter the Military Service, is automatically entitled to
the \$120 increase upon restoration to the Department rolls on June 30, 1917, and is,
therefore, entitled to the benefits conferred by section 6, supra,
in the same manner as other civilian employees.

V.

Whether an employee, who resigned subsequent to June 30,
1917, to enter the Military Service, is automatically entitled to
the \$120 increase upon restoration to the Department rolls?

The Comptroller of the Treasury has held in such a case (24
Comp. Dec. 370), "where a civilian employee of the Government was
appointed an officer in the reserve Corps and ordered to active
duty, his subsequent discharge therefrom does not operate automatic-
ally to restore the civilian position held by him when changed to
active military duty; that such restoration, to be effective, must
be consummated by the proper authorities." I am, therefore, of the
opinion that an employee in this class is not automatically en-
titled to the \$120 increase upon restoration to the Department rolls.

VI.

Whether an employee, who was transferred subsequent to June
30, 1917, to enter the Military Service, is automatically entitled
to the \$120 increase upon restoration to the Department rolls?

This office has held in a similar case that the returning
employee was automatically entitled to the \$120 increase.



MOS
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 21, 1918.

CIRCULAR NO. 14

Application of \$120 increase to returning
military employees.

~~As many inquiries have been received by the Secretary's Office~~

~~regarding the \$120 increase for returning employees who have been~~ *as furloughed employees who entered the military or naval service*
~~engaged in the prosecution of the war, the following questions were~~ *are entitled to the \$120 increase. Action on who*

~~submitted to the solicitor for advice. The solicitor's opinion is~~ *therefore were* *These questions*

~~set out after each question.~~ *together with the solicitor's opinion are*

of the Department sent for the guidance of officers and the use of the act of Sept 24-1917
1. Is an employee who left the service of the Department subsequent to June 30, 1917, to engage in work abroad under the provisions of Section 12-f of the Act of September 24, 1917, automatically entitled to the \$120 increase upon reinstatement in the Department?

I am of the opinion that such an employee is automatically entitled to the \$120 increase upon reinstatement in this Department if his employment has been continuous and he has not received during the fiscal year 1918 or does not receive during the fiscal year 1919 an increase of salary at a rate in excess of \$200 per annum.

2. Is an employee, who resigned prior to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee of this class would not be automatically entitled to the \$120 increase upon restoration to the Department rolls, inasmuch as he was not on the rolls on June 30, 1917, as a civilian employee.

3. Is an employee, who was furloughed prior to June 30, 1917, to enter the Military Service, automatically entitled to the \$120 increase upon restoration to the Department rolls?

I am of the opinion that an employee furloughed prior to June 30, 1917, to enter the military service, occupied the status of

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 21, 1918.

CIRCULAR NO. 14

Application of \$150 increase in pay rates
Military employees.

Many inquiries have been received by the Secretary's Office regarding the \$150 increase in pay rates for military employees who have been engaged in the prosecution of the war, and the following questions have been submitted to the Auditor for service. The Auditor's opinion is as follows:

1. In an employee who left the service of the Department subsequent to June 30, 1917, to engage in war work under the provisions of section 12-7 of the Act of September 14, 1917, automatic-ally entitled to the \$150 increase upon restoration in the Department?

I am of the opinion that such an employee is automatically entitled to the \$150 increase upon restoration in this Department if his employment has been continuous and he has not received during the fiscal year 1918 or does not receive during the fiscal year 1919 an increase of salary at a rate in excess of \$100 per annum.

2. Is an employee, who resigned prior to June 30, 1917, to enter the military service, automatically entitled to the \$150 increase upon restoration to the Department rolls?

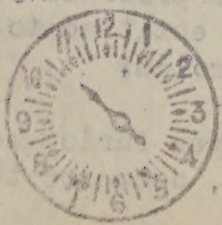
I am of the opinion that an employee of this class would not be automatically entitled to the \$150 increase upon restoration to the Department rolls, inasmuch as he was not on the rolls on June 30, 1917, as a civilian employee.

3. Is an employee, who was detailed to enter the military service, automatically entitled upon restoration to the Department rolls to the \$150 increase?

I am of the opinion that an employee, who was detailed to enter the military service, is automatically entitled to the \$150 increase upon restoration to the Department rolls.

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK

RECEIVED
JAN 4 1919



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

December 28, 1918.

CIRCULAR NO. 15.

Acquisition and Disposition of Office Materials, Supplies
and Equipment.

Transmitted herewith is a copy of Treasury Department Circular No. 129, dated December 10, 1918, embodying the regulations of the Secretary of the Treasury referred to in Paragraph 6 of Circular 11 from this office, dated December 5, 1918. The procedure set forth therein must hereafter be observed by all branches of the Department.

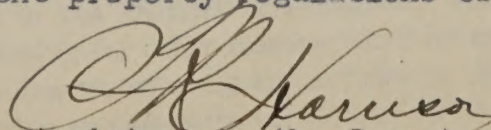
The transfer invoices, classification tags, and transfer invoice receipts referred to in the Treasury circular will be furnished by the General Supply Committee on request through this Department's representative, Mr. M. E. Jacques. In drawing orders on the General Supply Committee for the classes of orders referred to in Circular 129, purchasing officers must carefully observe all the requirements of Paragraphs 2 to 5 of the circular.

While the Treasury Department regulations apply primarily to office materials, supplies and equipment for use in the District of Columbia, ^{the Secretary desires that} their provisions ~~should also~~ be extended to include the acquisition of such materials, supplies and equipment as are ordinarily procured in the District of Columbia for distribution to field offices.

The certification by the Superintendent of Supplies, authorizing purchase from commercial dealers in compliance with provisions of existing law, and certifying that there is not already in the possession of the Government and available for transfer through the General Supply Committee similar material, equipment or supplies that are serviceable, does not authorize purchase of contract articles, or articles similar thereto and answering the same purpose, independently of the General Schedule of Supplies.

As the General Supply Committee is not yet prepared to receive articles to be disposed of by the several executive departments under these regulations, bureaus must for the present retain physical possession of such articles now on hand. Arrangements for their final disposition will be made by the Chief Clerk of the Department and appropriate instructions issued later.

These regulations will not apply to the disposition of articles now disposed of in the field under the present property regulations of the Department.


Assistant to the Secretary.

Enclosure.

REGULATIONS RELATING TO THE TRANSFER OF MATERIAL, SUPPLIES, AND EQUIPMENT.

TREASURY DEPARTMENT.

OFFICE OF THE SECRETARY.

Washington, December 10, 1918.

1918.

Department Circular No. 129.

Chief Clerk.

To all whom it may concern:

EXECUTIVE ORDER.

WHEREAS, the present emergency has created a condition whereby large quantities of office material, supplies, and equipment now in the hands of the executive departments and other establishments of the Government in the District of Columbia will fall into disuse because of the cessation of war activities, or for other reasons, it hereby is ordered that all such office materials, supplies, and equipment not required for use by the executive departments and independent establishments be transferred hereafter to the Secretary of the Treasury, to be handled through the General Supply Committee for the benefit of the municipal government and the governmental service in the District of Columbia in the following manner:

1. The several executive departments and independent establishments and the municipal government in the district of Columbia shall not purchase any of the classes of material described herein unless the Secretary of the Treasury has certified that there is not in the possession of the Government material, equipment, or supplies that are serviceable.

2. No executive department, independent establishment, or the municipal government of the District of Columbia shall be permitted to obtain any of the classes of material, supplies, and equipment described herein from the Secretary of the Treasury unless such services have an appropriation available for the procurement thereof.

3. All material obtained from the Secretary of the Treasury shall be paid for by transfer of appropriation from the purchasing service to the selling service and the proceeds covered into the Treasury in accordance with existing law.

4. All material, supplies, and equipment purchased hereunder by one service from another, if the same has not been used, shall be sold at actual cost, and if the same has been used, at a cost based upon length of usage, but in no instance to be less than seventy-five per centum of cost.

5. Material of the classes herein described which is condemned as unfit for use may be disposed of otherwise than to governmental services by the Secretary of the Treasury. And usable material remaining unsold to other services of the government shall be held by him for disposition by law.

6. The Secretary of the Treasury shall keep a record of all material received and disposed of by him hereunder and the price at which disposed of and shall prescribe the regulations necessary to carry this order into effect.

7. This order shall supersede the Executive Order of November 29, 1918, dealing with the same subject-matter.

WOODROW WILSON.

THE WHITE HOUSE,
3 December, 1918.

In pursuance of the foregoing, the following regulations are prescribed:

1. All office material, supplies, and equipment now in the hands of the executive departments and other establishments of the Government in the District of Columbia, which will fall into disuse because of the cessation of war activities, or for other reasons, shall hereafter be transferred to the General Supply Committee. The office transferring the articles to the Committee shall make a complete inventory of the same, using transfer invoice, G. S. C. Form No. 22, giving full description thereof, cost, and appropriation from which purchased.

Dept. or Est. No.

TRANSFER INVOICE.

G. S. C. Invoice No.

GENERAL SUPPLY COMMITTEE,
 Fourteenth and B Streets S.W.,
 Washington, D. C.

Date.....

In accordance with Executive Order, dated December 3, 1918, and Treasury Department Circular No. 129, dated December 10, 1918, you are advised that the has the following articles available for transfer which were purchased under appropriation.....

(NOTE.—Make separate invoice for each class of article and submit in duplicate.)

Quantity.	Item No.	Description.	Unit cost.	Amount.	Remarks.

G. S. C. FORM NO. 22.

(Title.)

The transfer invoice form shall be executed in triplicate, the original and duplicate copies forwarded to the General Supply Committee, and the triplicate copy retained in the files of the office transferring the articles. The office transferring the articles to the Committee shall properly classify the same, using either G. S. C. Form 23, classification tag (article), or G. S. C. Form 24, classification tag (lot), which must be attached to the article or lot.

CLASSIFICATION TAG (Article).

Article.....
 Item No.....
 Dept. or Est.....
 Bureau or Office.....
 Transfer Invoice No.....
 Unit Cost.....
 Appropriation from which purchased.....

(Above to be filled in by Dept. or Est.)

General Supply Committee Article No.

G. S. C. FORM NO. 23.

CLASSIFICATION TAG (Lot).

Articles.....
 Item No.....
 Dept. or Est.....
 Bureau of Office.....
 Transfer Invoice No.....
 Unit Cost.....
 Appropriation from which purchased.....

(Above to be filled in by Dept. or Est.)

General Supply Committee Lot No.

G. S. C. FORM NO. 24.

Upon receipt of the transfer invoice, the General Supply Committee, provided the articles are properly classified, will take over the office material, supplies, or equipment in question, issuing transfer invoice receipt, G. S. C. Form No. 25, therefor.

TRANSFER INVOICE RECEIPT.

GENERAL SUPPLY COMMITTEE,

Fourteenth and B Streets SW.,

Washington, D. C.

G. S. C. Invoice No.

Received from.....

(Dept. or Est.)

(Bureau or Office.)

The following articles applying on your Transfer Invoice No.

Quantity.	Item No.	Description.	Article or Lot No.	Remarks.

Date

G. S. C. FORM No. 25.

Receiving Clerk.

A proper record shall be kept by the General Supply Committee showing the office material, supplies, and equipment received, the executive department or other establishment from which received, the cost thereof, and appropriation from which purchased.

2. Before issuing an order for material, supplies, or equipment to commercial dealers, every ordering officer of the executive departments and independent establishments of the Government in the District of Columbia, and the municipal government of the District of Columbia, shall, preliminary to the signing of such orders, submit to the General Supply Committee a list or lists, showing all articles contemplated to be ordered, together with the quantities thereof. The articles must be identified by the number of the order upon which it will be embraced, or by the number of the requisition upon which it is required, according to which of such designations concords best with the existing systems of purchase. Upon receipt of such lists they will be viséed by the General Supply Committee and returned to the ordering officer with an indorsement indicating which of the articles should be procured from the committee, and, which may be ordered from commercial dealers, together with specific authorization for the latter method of procurement, which specific authorization shall be certified by the Superintendent of Supplies, General Supply Committee, in the following form:

Above items, stamped G. S. C., should be procured from the General Supply Committee. All unstamped items are hereby authorized for purchase from commercial dealers in compliance with provisions of existing law, it being hereby certified that there is not already in the possession of the Government and available for transfer through the General Supply Committee similar material, equipment, or supplies that are serviceable.

By direction of the Secretary of the Treasury.

Superintendent of Supplies,

General Supply Committee.

Date:

3. The several executive departments and independent establishments of the Government and the municipal government of the District of Columbia will use their regular order forms in making requisition for office material, supplies, and equipment referred to above. All material, supplies, and equipment issued by the Committee, if the same have not been used, shall be sold at actual cost, and if the same have been used, at a cost based upon length of usage, to be fixed by the General Supply Committee, but in no instance to be less than 75 per cent of cost.

4. In drawing an order on the General Supply Committee for material, supplies, or equipment, the ordering officer shall state the appropriation to which the articles are properly chargeable. Upon delivery of said material, supplies, or equipment to the ordering office, delivery receipt, G. S. C. Form No. 26, shall be given to the General Supply Committee.

DELIVERY RECEIPT.

Dept. or Est. Order No.

G. S. C. Abstract No.

GENERAL SUPPLY COMMITTEE,

Washington, D. C.:

Appropriation.....

Deliver to.....

Date promised

Clerk in charge of stores.

Filled Checked Driver

Quantity.	Item No.	Description.	Unit value.	Amount.	Article or lot No.

Received in good condition from the General Supply Committee.

Date

G. S. C. FORM No. 26.

(Title.)

5. In ordering material, supplies, and equipment from the General Supply Committee, the office ordering the article shall forward with each of such orders a complete set of its voucher forms, upon which the account for the articles should be rendered. The General Supply Committee, when the material, supplies, and equipment embraced upon the order have been delivered, will prepare a voucher therefor upon the voucher forms accompanying the order. This voucher will be certified by the Superintendent of Supplies, General Supply Committee, and forwarded to the ordering office for the necessary certification, approval, and record; whereupon it will be forwarded to the proper auditor for settlement and adjustment of appropriations.

6. All material, supplies, and equipment transferred to the General Supply Committee not suitable for reissue or for further Government use, upon approval by the Secretary of the Treasury, shall be condemned as unfit for use and sold by the General Supply Committee, the proceeds to be deposited and covered into the Treasury as miscellaneous receipts or to the credit of the proper appropriation where authorized by law. All usable material remaining unsold to other services of the Government on account of excess cost or for other reason shall be held by the General Supply Committee, and it shall make a full report at the close of each fiscal year to the Secretary of the Treasury regarding such material, supplies, and equipment, together with its recommendation for enactment of law relative to its disposal.

7. The General Supply Committee shall keep a record of all material received and disposed of by it, as provided for by the Executive Order and by these regulations, and make report to the Secretary of the Treasury at the close of each fiscal year, showing (1) the cost of articles transferred to it by each of the executive departments and other establishments of the Government in the District of Columbia; (2) the cost and selling price of articles issued to each of the executive departments and independent establishments and the municipal government of the District of Columbia; (3) the inventory value of articles condemned and sold, together with the amount covered into the Treasury as proceeds of condemned Government property; (4) cost of articles on hand.

8. All correspondence in connection with the foregoing should be addressed to the General Supply Committee, The Auditors' Building, Fourteenth and B Streets SW., Washington, D. C.

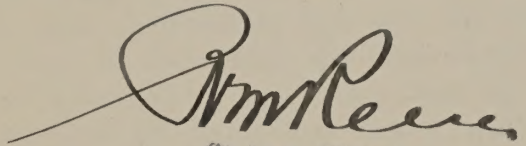
W. G. McADOO,

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

Mr. Harrison:

This draft has been considered by the sub-committee, Committee on Finance (Messrs. Zappone, Ashley and I) and is believed to ~~be~~ embody all that can be said at the present time. The Treasury circular is full and complete in its instructions.


Chief Clerk.

12.27.18

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

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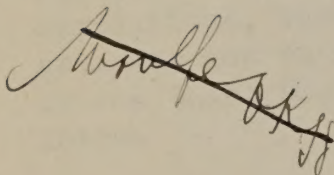
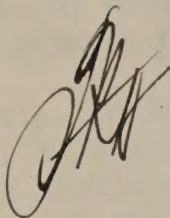
The certification by the Superintendent of Supplies, ~~referred to in the regulations dated December 10, 1918,~~ authorizing purchase from commercial dealers in compliance with provisions of existing law, and certifying that there is not already in the possession of the Government and available for transfer through the General Supply Committee similar material, equipment or supplies that are serviceable, does not authorize purchase of contract articles, or articles similar thereto and answering the same purpose, independently of the General Schedule of Supplies.



Dec. 30, 1918.

MEMORANDUM.

The Finance Committee suggests the issuance of the attached memorandum, which seems to me to be all O. K. Note especially the third paragraph. The Bureau of Animal Industry, for example, purchases large quantities of supplies and assembles them here in Washington for shipment to the various field stations as requests are received. I see no reason why the Bureau should not secure such articles through the General Supply Committee, if it is feasible to do so. The real object of the President's order is to dispose of excess supplies necessarily purchased during the war, and it seems to me that we should aid in every possible way.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 1918.

CIRCULAR NO.

Acquisition and Disposition of Office Materials, Supplies
and Equipment.

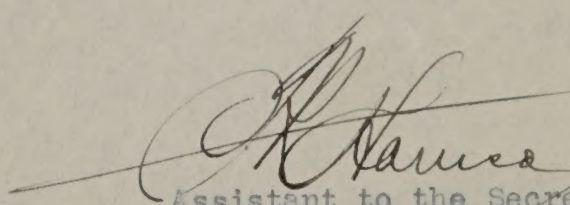
Transmitted herewith is a copy of Treasury Department Circular No. 129, dated December 10, 1918, embodying the regulations of the Secretary of the Treasury referred to in Paragraph 6 of Circular 11 from this office, dated December 5, 1918. The procedure set forth therein must hereafter be observed by all branches of the Department.

The transfer invoices, classification tags, and transfer invoice receipts referred to in the Treasury circular will be furnished by the General Supply Committee on request through this Department's representative, Mr. M. E. Jacques. In drawing orders on the General Supply Committee for the classes of orders referred to in Circular 129, purchasing officers must carefully observe all the requirements of Paragraphs 2 to 5 of the circular.

While the Treasury Department regulations apply primarily to office materials, supplies and equipment for use in the District of Columbia, their provisions should also be extended ~~as far as practicable~~ to include the acquisition of such materials, supplies and equipment as are ordinarily procured in the District of Columbia for distribution to field offices.

As the General Supply Committee is not yet prepared to receive articles to be disposed of by the several executive departments under these regulations, bureaus must for the present retain physical possession of such articles now on hand. Arrangements for their final disposition will be made by the Chief Clerk of the Department and appropriate instructions issued later.

These regulations will not apply to the disposition of articles now disposed of in the field under the present property regulations of the Department.


Assistant to the Secretary.

Enclosure.

the Secretary desires that

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Regulation and Inspection of Cotton Markets, Specimens
and Samples.

Transmitted herewith is a copy of Treasury Department Circular No. 123, dated December 10, 1914, concerning the regulations of the Department of the Treasury relative to the inspection of cotton in the United States. The provisions of this circular are hereby approved by all members of the Department.

The Inspector General, Department of Agriculture, is requested to advise the Secretary of the Department of the Treasury of the results of his examination of the regulations of the Department of the Treasury relative to the inspection of cotton in the United States. It is requested that the results of his examination be reported to the Secretary of the Department of the Treasury by the first of January, 1915.

While the Treasury Department regulations are being reviewed by the Department of Agriculture, it is requested that the Department of the Treasury be kept advised of the progress of the review. It is also requested that the Department of the Treasury be kept advised of the results of the review.

As the General Supply Commission is not yet organized to receive articles to be disposed of by the General Supply Commission, it is requested that the Department of the Treasury be kept advised of the progress of the organization of the General Supply Commission. It is also requested that the Department of the Treasury be kept advised of the results of the organization of the General Supply Commission.

These regulations will not apply to the disposal of cotton and will be applied in the field under the present property regulations of the Department of the Treasury.


Secretary of the Department of Agriculture